

CASS COUNTY, NEBRASKA
LOCAL EMERGENCY OPERATIONS PLAN

Dated: October 7, 2003

This Plan complies with Title VI
of the Civil Rights Acts of 1964 (P.L. 88-352)
in that it was developed and actions described will be carried out without discrimination
against anyone due to color, race, national origin, religion, sex, age, or handicap.

This Plan meets the requirements of the
Superfund Amendment and Reauthorization Act of 1986 (SARA), also known as the
Emergency Planning and Community Right-to-Know Act (EPCRA)

Prepared By

Cass County Emergency Management Agency
with the assistance of
Nebraska Emergency Management Agency, Lincoln, Nebraska

RECORD OF CHANGES

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CASS COUNTY EMERGENCY OPERATIONS PLAN

PREFACE

This Cass County Emergency Operations Plan establishes the policies, plans, guidelines and procedures that will allow all our emergency resources to function effectively, as a team, when disaster strikes. In content and in format, the Plan is consistent with the current nationwide concept embodied in the Integrated Emergency Management System (IEMS) in that the Plan provides for performing specific functions across the full spectrum of hazards. Most tasks and capabilities apply across a broad range of hazards. By treating them in that manner we show an integrated approach to disaster management. Unique aspects of certain hazards are addressed separately, where necessary. Therefore, this is truly a multi-hazard functional plan.

The Plan is organized in a manner that enhances this functional approach by incorporating the following components:

1. Basic Plan: serves as an overview of Cass County's approach to emergency management, assigns responsibilities, and defines broad policies, plans, and procedures.
2. Annexes: twelve functional Annexes that address the task areas deemed critical to emergency response and recovery.
3. Appendices: these sections support various Annexes and generally address unique hazard specific requirements or actions.
4. Tabs: where necessary, procedures or guidelines for carrying out specific tasks defined in Annexes or Appendices are contained in Tabs.
5. Attachments: Other supporting information is attached where needed (maps, lists, checklists, etc.).

RESOLUTION 2003-46

WHEREAS, The Cass County Board of Commissioners of Cass County Nebraska, pursuant to Nebraska Statute, is vested with the authority of administering the affairs of Cass County, Nebraska; and

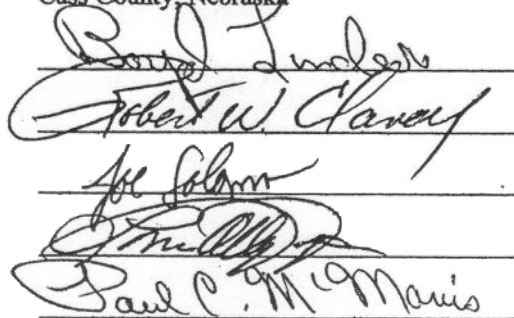
WHEREAS, it has been determined that a Cass County Local Emergency Operations plan has been developed in order to provide for a coordinated response to a disaster or emergency in Cass County, the Cities of Plattsmouth, Louisville and Weeping Water and Villages in Cass County; and

WHEREAS, the Cass County Board of Commissioners of Cass County, Nebraska deems it advisable and in the best interest of Cass County to approve said Local Emergency Operations Plan;

NOW THEREFORE BE IT HEREBY RESOLVED the Cass County Board of Commissioners of Cass County, Nebraska to approve said Local Emergency Operations Plan be, and hereby is, approved.

PASSED AND APPROVED THIS 7th **DAY OF** Oct., 2003.

Cass County Board of Commissioners
Cass County, Nebraska



Paul C. McManis

ATTEST:



Barbara E. Wohlers, Cass County Clerk

RESOLUTION NO. 1997-16

WHEREAS, the ninety-fourth session of the Nebraska Legislature enacted into law the Nebraska Emergency Management Act of 1996, (LB 43), which directs each local government to establish or participate in a city, village, county or interjurisdictional emergency management organization, and to do certain other acts in connection therewith, and

WHEREAS, the Cass County Board of Commissioners has established the Cass County Emergency Management Agency and said agency is in conformance with the Emergency Management Act of 1996, and

WHEREAS, the Emergency Management Act of 1996 gives cities and villages the option of participating in the county organization, and

WHEREAS, such action is not only required by law, but that it appears to be in the best interest of Cass County and of the citizens thereof to participate in the benefits and responsibilities of said act.

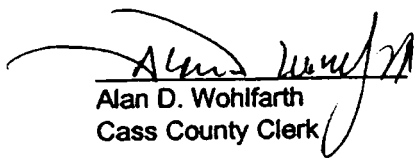
NOW THEREFORE BE IT RESOLVED, by the Cass County Board of Commissioners:

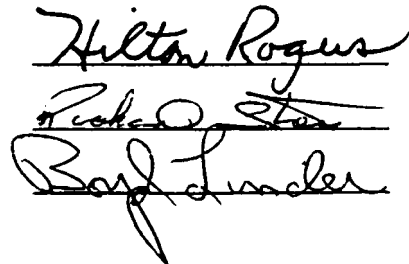
1. That there is hereby revoked all previous emergency management/civil defense county/city/village interlocal agreements enacted under previous civil defense acts.
2. That the Cass County Emergency Management Agency continues to be the county's public safety agency in place to mitigate, prepare for, respond to and assist in the recovery from disasters and emergencies as espoused by the Federal Emergency Management Agency and the Nebraska Emergency Management Act of 1996.
3. That all personnel appointments, local emergency operations plans, standard operating procedures, job descriptions and other policies in effect on the date of this resolution will continue in force.

Dated this 15th day of July, 1997

BOARD OF CASS COUNTY
COMMISSIONERS

ATTEST:


Alan D. Wohlfarth
Cass County Clerk



RESOLUTION

No. ____

City/Village Participation in/with the
Cass County Emergency Management Agency Organization

- WHEREAS,** the ninety-fourth session of the Nebraska Legislature enacted into law the Nebraska Emergency Management Act of 1996, which directs each local government to establish or participate in a city, village, county or interjurisdictional emergency management organization, and to do certain other acts in connection therewith, and
- WHEREAS** the Cass County Commissioners have established the Cass County Emergency Management Agency and said agency is in conformance with the Emergency Management Act, and
- WHEREAS,** the Emergency Management Act gives cities and villages the option of participating in the county organization, and
- WHEREAS,** such action is not only required by law, but that it appears to be in the best interest of the Alvo, Ne. and of the citizens thereof to participate in (City / Village) the benefits and responsibilities of said act;

NOW, THEREFORE, BE IT RESOLVED BY SAID (CITY COUNCIL/VILLAGE BOARD):

1. That there is hereby revoked all previous emergency management/civil defense resolutions affecting the city/village enacted under previous civil defense acts.
2. That the City/Village of Alvo NE elects to participate in the Cass County Emergency Management Agency Organization and will cooperate to the fullest extent with that agency in meeting the requirements and regulations pertaining to the Nebraska Emergency Management Act.
3. That reposing great confidence in his/her integrity and ability, Jason Hennessey is hereby appointed city/village liaison with the Cass County Emergency Management Agency, to serve during the pleasure of this Council/Board of Trustees, or until a successor is duly appointed.

ACTION BY CITY COUNCIL/VILLAGE BOARD OF TRUSTEES

It was moved by Doris Boettner and seconded by Kathy Wood that the resolution be adopted.

AYES 3NAYS 0

Motion carried.

I, the undersigned City/Village Clerk in and for the City/Village of Alvo, NE. County of Cass, do hereby certify the foregoing to be a true, complete and correct copy of a certain resolution passed by the City Council/Village Board of Trustees of Alvo State of Nebraska, as the same remains on file and of record in my office.

WITNESS my hand and the seal of my office this 4th day of Aug 1997.

Blanche P. Root
City/Village Clerk

RESOLUTION
Ordinance No. 97-8(R)

City/Village Participation in/with the
Cass County Emergency Management Agency Organization

- WHEREAS,** the ninety-fourth session of the Nebraska Legislature enacted into law the Nebraska Emergency Management Act of 1996, which directs each local government to establish or participate in a city, village, county or interjurisdictional emergency management organization, and to do certain other acts in connection therewith, and
- WHEREAS,** the Cass County Commissioners have established the Cass County Emergency Management Agency and said agency is in conformance with the Emergency Management Act, and
- WHEREAS,** the Emergency Management Act gives cities and villages the option of participating in the county organization, and
- WHEREAS,** such action is not only required by law, but that it appears to be in the best interest of the Village of Avoca, Nebr. and of the citizens thereof to participate in the benefits and responsibilities of said act;

NOW, THEREFORE, BE IT RESOLVED BY SAID (CITY COUNCIL/VILLAGE BOARD):

1. That there is hereby revoked all previous emergency management/civil defense resolutions affecting the city/village enacted under previous civil defense acts.
2. That the ~~City~~ Village of Avoca, Nebr. elects to participate in the Cass County Emergency Management Agency Organization and will cooperate to the fullest extent with that agency in meeting the requirements and regulations pertaining to the Nebraska Emergency Management Act.
3. That reposing great confidence in his ~~her~~ integrity and ability, Kennie Staack is hereby appointed city/village liaison with the Cass County Emergency Management Agency, to serve during the pleasure of this Council/Board of Trustees, or until a successor is duly appointed.

ACTION BY CITY COUNCIL/VILLAGE BOARD OF TRUSTEES

It was moved by Marianna Kirchhoff and seconded by Roy Ruhge that the resolution be adopted.

AYES 4

NAYS 1

Motion carried.

I, the undersigned ~~City~~ Village Clerk in and for the City/Village of Avoca County of Cass, do hereby certify the foregoing to be a true, complete and correct copy of a certain resolution passed by the City Council/Village Board of Trustees of Avoca, Cass County State of Nebraska, as the same remains on file and of record in my office.

WITNESS my hand and the seal of my office this 1st day of Oct. 19 97

Betty L. Ruhge
City/Village Clerk



City/Village Participation in/with the
Cass County Emergency Management Agency Organization

WHEREAS, the ninety-fourth session of the Nebraska Legislature enacted into law the Nebraska Emergency Management Act of 1996, which directs each local government to establish or participate in a city, village, county or interjurisdictional emergency management organization, and to do certain other acts in connection therewith, and

WHEREAS the Cass County Commissioners have established the Cass County Emergency Management Agency and said agency is in conformance with the Emergency Management Act, and

WHEREAS, the Emergency Management Act gives cities and villages the option of participating in the county organization, and

WHEREAS, such action is not only required by law, but that it appears to be in the best interest of the Cedar Creek and of the citizens thereof to participate in
(City / Village)
the benefits and responsibilities of said act;

NOW, THEREFORE, BE IT RESOLVED BY SAID (CITY COUNCIL/VILLAGE BOARD):

1. That there is hereby revoked all previous emergency management/civil defense resolutions affecting the city/village enacted under previous civil defense acts.
2. That the City/Village of Cedar Creek elects to participate in the Cass County Emergency Management Agency Organization and will cooperate to the fullest extent with that agency in meeting the requirements and regulations pertaining to the Nebraska Emergency Management Act.
3. That reposing great confidence in his/her integrity and ability, Gwen Bode is hereby appointed city/village liaison with the Cass County Emergency Management Agency, to serve during the pleasure of this Council/Board of Trustees, or until a successor is duly appointed.

ACTION BY CITY COUNCIL/VILLAGE BOARD OF TRUSTEES

It was moved by Newville and seconded by Daisley
that the resolution be adopted.

AYES 4

NAYS 0

ABSENT Kelley
Motion carried.

I, the undersigned City/Village Clerk in and for the City/Village of Cedar Creek County of Cass, do hereby certify the foregoing to be a true, complete and correct copy of a certain resolution passed by the City Council/Village Board of Trustees of Cedar Creek State of Nebraska, as the same remains on file and of record in my office.

WITNESS my hand and the seal of my office this 2nd day of Sept. 1997.


City/Village Clerk

**RESOLUTION OF THE BOARD OF TRUSTEES
FOR THE VILLAGE OF EAGLE, NEBRASKA**

RESOLUTION NO. 97- 20

WHEREAS, the ninety-fourth session of the Nebraska Legislature enacted into law the Nebraska Emergency Management Act of 1996, which directs each local government to establish or participate in a city, village, county or interjurisdictional emergency management organization, and to do certain other acts in connection therewith, and

WHEREAS, the Cass County Commissioners have established the Cass County Emergency Management Agency and said agency is in conformance with the Emergency Management Act, and

WHEREAS, the Emergency Management Act gives cities and villages the option of participating in the county organization, and

WHEREAS, such action is not only required by law, but that it appears to be in the best interest of the Village of Eagle and of the citizens thereof to participate in the benefits and responsibilities of said act.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF EAGLE, NEBRASKA:

1. That there is hereby revoked all previous emergency management/civil defense resolutions affecting the Village of Eagle enacted under previous civil defense acts.
2. That the Village of Eagle elects to participate in the Cass County Emergency Management Agency Organization and will cooperate to the fullest extent with that agency in meeting the requirements and regulations pertaining to the Nebraska Emergency Management Act.

3. That reposing great confidence in his/her integrity and ability, Rick Weyers is hereby appointed the Village of Eagle liaison with the Cass County Emergency Management Agency, to serve during the pleasure of this Board of Trustees, or until a successor is duly appointed.

John Surman
Chairman pro tem

ACTION BY VILLAGE BOARD OF TRUSTEES
FOR THE VILLAGE OF EAGLE, NEBRASKA

It was moved by Brian Porter and seconded by Steve Walker that Resolution 97- 20 be adopted.

AYES 3

NAYS 0

Motion carried.

I, the undersigned Village Clerk in and for the Village of Eagle, County of Cass, do hereby certify the foregoing to be a true, complete and correct copy of a certain resolution passed by the Village Board of Trustees of the Village of Eagle, State of Nebraska, as the same remains on file and of record in my office.

WITNESS my hand and the seal of my office this 7 day of October 1997.

May Boast
Village Clerk

Village Participation in/with the
Cass County Emergency Management Agency Organization

- WHEREAS,** the ninety-fourth session of the Nebraska Legislature enacted into law the Nebraska Emergency Management Act of 1996, which directs each local government to establish or participate in a city, village, county or interjurisdictional emergency management organization, and to do certain other acts in connection therewith, and
- WHEREAS,** the Cass County Commissioners have established the Cass County Emergency Management Agency and said agency is in conformance with the Emergency Management Act, and
- WHEREAS,** the Emergency Management Act gives cities and villages the option of participating in the county organization, and
- WHEREAS,** such action is not only required by law, but that it appears to be in the best interest of the Village of Elmwood and of the citizens thereof to participate in the benefits and responsibilities of said act;

NOW, THEREFORE, BE IT RESOLVED BY SAID (CITY COUNCIL/VILLAGE BOARD):

1. That there is hereby revoked all previous emergency management/civil defense resolutions affecting the city/village enacted under previous civil defense acts.
2. That the City/Village of Elmwood elects to participate in the Cass County Emergency Management Agency Organization and will cooperate to the fullest extent with that agency in meeting the requirements and regulations pertaining to the Nebraska Emergency Management Act.
3. That reposing great confidence in his/her integrity and ability, Robert Kentner is hereby appointed city/village liaison with the Cass County Emergency Management Agency, to serve during the pleasure of this Council/Board of Trustees, or until a successor is duly appointed.

ACTION BY CITY COUNCIL/VILLAGE BOARD OF TRUSTEES

It was moved by James Stephen and seconded by Danny Custard, Jr. that the resolution be adopted.

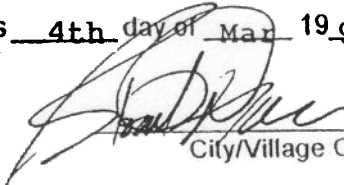
AYES 4

NAYS 0

Motion carried.

I, the undersigned City/Village Clerk in and for the City/Village of Elmwood County of Cass, do hereby certify the foregoing to be a true, complete and correct copy of a certain resolution passed by the City Council/Village Board of Trustees of Elmwood State of Nebraska, as the same remains on file and of record in my office.

WITNESS my hand and the seal of my office this 4th day of Mar 1998.


City/Village Clerk

Resolution 97-7

WHEREAS, The ninety-fourth session of the Nebraska Legislature enacted into law the Nebraska Emergency Management Act of 1996, which directs each local government to establish or participate in a city, village, county or interjurisdictional emergency management organization, and to do certain other acts in connection therewith, and

WHEREAS, the Cass County Commissioners have established the Cass County Emergency Management Agency and said agency is in conformance with the Emergency Management Act, and

WHEREAS, the Emergency Management Act gives cities and villages the option of participating in the county organization, and

WHEREAS, such action is not only required by law, but that it appears to be in the best interest of the Village of Greenwood and of the citizens thereof to participate in the benefits and responsibilities of said act;

NOW, THEREFORE, BE IT RESOLVED BY SAID VILLAGE BOARD:

1. That there is hereby revoked all previous emergency management civil defense resolutions affecting the village enacted under previous civil defense acts.
2. That the Village of Greenwood elects to participate in the Cass County Emergency Management Agency Organization and will cooperate to the fullest extent with that agency in meeting the requirements and regulations pertaining to the Nebraska Emergency Management Act.
3. That reposing great confidence in his/her integrity and ability, Roger Kubik is hereby appointed village liaison with the Cass County Emergency Management Agency, to serve during the pleasure of this Board of Trustees, or until a successor is duly appointed.

It was moved by Mike Wall and seconded by Bob Grell that the resolution be adopted.

Ayes 4 Nays 0 Motion Carried

I, the undersigned Village Clerk in and for the Village of Greenwood County of Cass, do hereby certify the foregoing to be a true, complete and correct copy of a certain resolution passed by the Village Board of Trustees of Greenwood, State of Nebraska, as the same remains on file and of record in my office.

WITNESS my hand and the seal of my office this 12th day of August, 1997.

Bob J. Grell
Chairperson
Tracy Kubik
Village Clerk

RESOLUTION

No. 97-13City/Village Participation in/with the
Cass County Emergency Management Agency Organization

- WHEREAS,** the ninety-fourth session of the Nebraska Legislature enacted into law the Nebraska Emergency Management Act of 1996, which directs each local government to establish or participate in a city, village, county or interjurisdictional emergency management organization, and to do certain other acts in connection therewith, and
- WHEREAS,** the Cass County Commissioners have established the Cass County Emergency Management Agency and said agency is in conformance with the Emergency Management Act, and
- WHEREAS,** the Emergency Management Act gives cities and villages the option of participating in the county organization, and
- WHEREAS,** such action is not only required by law, but that it appears to be in the best interest of the Village of Louisville and of the citizens thereof to participate in the benefits and responsibilities of said act;

NOW, THEREFORE, BE IT RESOLVED BY SAID (CITY COUNCIL/VILLAGE BOARD):

1. That there is hereby revoked all previous emergency management/civil defense resolutions affecting the city/village enacted under previous civil defense acts.
2. That the City/Village of Louisville elects to participate in the Cass County Emergency Management Agency Organization and will cooperate to the fullest extent with that agency in meeting the requirements and regulations pertaining to the Nebraska Emergency Management Act.
3. That reposing great confidence in his/her integrity and ability, Roger Behrens is hereby appointed city/village liaison with the Cass County Emergency Management Agency, to serve during the pleasure of this Council/Board of Trustees, or until a successor is duly appointed.

ACTION BY CITY COUNCIL/VILLAGE BOARD OF TRUSTEES

It was moved by Garcia and seconded by Schlefer
that the resolution be adopted.

AYES 5NAYS

Motion carried.

I, the undersigned City/Village Clerk in and for the City/Village of Louisville
County of Cass, do hereby certify the foregoing to be a true, complete and correct copy of a certain
resolution passed by the City Council/Village Board of Trustees of Louisville,
State of Nebraska, as the same remains on file and of record in my office.

WITNESS my hand and the seal of my office this 11 day of June 1997.

Beverly M. Dennis
City/Village Clerk

RESOLUTION

No. 90.6City/Village Participation in/with the
Cass County Emergency Management Agency Organization

- WHEREAS,** the ninety-fourth session of the Nebraska Legislature enacted into law the Nebraska Emergency Management Act of 1996, which directs each local government to establish or participate in a city, village, county or interjurisdictional emergency management organization, and to do certain other acts in connection therewith, and
- WHEREAS,** the Cass County Commissioners have established the Cass County Emergency Management Agency and said agency is in conformance with the Emergency Management Act, and
- WHEREAS** the Emergency Management Act gives cities and villages the option of participating in the county organization, and
- WHEREAS,** such action is not only required by law, but that it appears to be in the best interest of the VILLAGE and of the citizens thereof to participate in (City / Village) the benefits and responsibilities of said act;

NOW, THEREFORE, BE IT RESOLVED BY SAID (CITY COUNCIL/VILLAGE BOARD):

1. That there is hereby revoked all previous emergency management/civil defense resolutions affecting the city/village enacted under previous civil defense acts.
2. That the City/Village of MANLEY elects to participate in the Cass County Emergency Management Agency Organization and will cooperate to the fullest extent with that agency in meeting the requirements and regulations pertaining to the Nebraska Emergency Management Act.
3. That reposing great confidence in his/her integrity and ability, TRACY ZIRKOW is hereby appointed city/village liaison with the Cass County Emergency Management Agency, to serve during the pleasure of this Council/Board of Trustees, or until a successor is duly appointed.

ACTION BY CITY COUNCIL/VILLAGE BOARD OF TRUSTEES

It was moved by BRENDA SCOTT and seconded by Kieth Witte
that the resolution be adopted.

AYES 4
NAYS _____

Motion carried.

I, the undersigned City/Village Clerk in and for the City/Village of MANLEY
County of Cass, do hereby certify the foregoing to be a true, complete and correct copy of a certain
resolution passed by the City Council/Village Board of Trustees of MANLEY
State of Nebraska, as the same remains on file and of record in my office.

WITNESS my hand and the seal of my office this 6 day of August 1997.

Brenda Scott
City/Village Clerk

No. 97-0102City/Village Participation in/with the
Cass County Emergency Management Agency Organization

- WHEREAS,** the ninety-fourth session of the Nebraska Legislature enacted into law the Nebraska Emergency Management Act of 1996, which directs each local government to establish or participate in a city, village, county or interjurisdictional emergency management organization, and to do certain other acts in connection therewith, and
- WHEREAS,** the Cass County Commissioners have established the Cass County Emergency Management Agency and said agency is in conformance with the Emergency Management Act, and
- WHEREAS,** the Emergency Management Act gives cities and villages the option of participating in the county organization, and
- WHEREAS,** such action is not only required by law, but that it appears to be in the best interest of the VILLAGE OF MURDOCK and of the citizens thereof to participate in (City / Village) the benefits and responsibilities of said act;

NOW, THEREFORE, BE IT RESOLVED BY SAID (CITY COUNCIL/VILLAGE BOARD):

1. That there is hereby revoked all previous emergency management/civil defense resolutions affecting the city/village enacted under previous civil defense acts.
2. That the City/Village of MURDOCK elects to participate in the Cass County Emergency Management Agency Organization and will cooperate to the fullest extent with that agency in meeting the requirements and regulations pertaining to the Nebraska Emergency Management Act.
3. That reposing great confidence in his/her integrity and ability, SHANNIN FRIES is hereby appointed city/village liaison with the Cass County Emergency Management Agency, to serve during the pleasure of this Council/Board of Trustees, or until a successor is duly appointed.

ACTION BY CITY COUNCIL/VILLAGE BOARD OF TRUSTEES

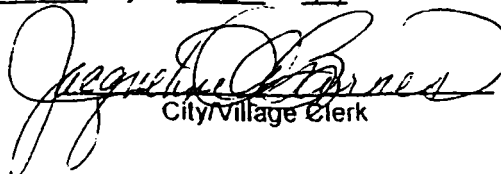
It was moved by DUANE BLAIR and seconded by DAVE WENDT that the resolution be adopted.

AYES 2
NAYS 0

Motion carried.

I, the undersigned City/Village Clerk in and for the City/Village of MURDOCK County of Cass, do hereby certify the foregoing to be a true, complete and correct copy of a certain resolution passed by the City Council/Village Board of Trustees of MURDOCK, State of Nebraska, as the same remains on file and of record in my office.

WITNESS my hand and the seal of my office this 2 day of Dec 1997.


City/Village Clerk

RESOLUTION

No. 1997-1City/Village Participation in/with the
Cass County Emergency Management Agency Organization

- WHEREAS,** the ninety-fourth session of the Nebraska Legislature enacted into law the Nebraska Emergency Management Act of 1996, which directs each local government to establish or participate in a city, village, county or interjurisdictional emergency management organization, and to do certain other acts in connection therewith, and
- WHEREAS,** the Cass County Commissioners have established the Cass County Emergency Management Agency and said agency is in conformance with the Emergency Management Act, and
- WHEREAS,** the Emergency Management Act gives cities and villages the option of participating in the county organization, and
- WHEREAS,** such action is not only required by law, but that it appears to be in the best interest of the Murray and of the citizens thereof to participate in (City / Village) the benefits and responsibilities of said act;

NOW, THEREFORE, BE IT RESOLVED BY SAID (CITY COUNCIL/VILLAGE BOARD):

1. That there is hereby revoked all previous emergency management/civil defense resolutions affecting the city/village enacted under previous civil defense acts.
2. That the City/Village of Murray elects to participate in the Cass County Emergency Management Agency Organization and will cooperate to the fullest extent with that agency in meeting the requirements and regulations pertaining to the Nebraska Emergency Management Act.
3. That reposing great confidence in his/her integrity and ability, Daryl Sivard is hereby appointed city/village liaison with the Cass County Emergency Management Agency, to serve during the pleasure of this Council/Board of Trustees, or until a successor is duly appointed.

ACTION BY CITY COUNCIL/VILLAGE BOARD OF TRUSTEES

It was moved by Byron Exley and seconded by George Blessing that the resolution be adopted.

AYES 5NAYS 0

Motion carried.

I, the undersigned City/Village Clerk in and for the City/Village of Murray County of Cass, do hereby certify the foregoing to be a true, complete and correct copy of a certain resolution passed by the City Council/Village Board of Trustees of Murray, State of Nebraska, as the same remains on file and of record in my office.

WITNESS my hand and the seal of my office this 3rd day of June 1997.


City/Village Clerk

RESOLUTIONNo. 9-3-97City/Village Participation in/with the
Cass County Emergency Management Agency Organization

- WHEREAS** the ninety-fourth session of the Nebraska Legislature enacted into law the Nebraska Emergency Management Act of 1996, which directs each local government to establish or participate in a city, village, county or interjurisdictional emergency management organization, and to do certain other acts in connection therewith, and
- WHEREAS,** the Cass County Commissioners have established the Cass County Emergency Management Agency and said agency is in conformance with the Emergency Management Act, and
- WHEREAS** the Emergency Management Act gives cities and villages the option of participating in the county organization, and
- WHEREAS,** such action is not only required by law, but that it appears to be in the best interest of the Village of Nehawka and of the citizens thereof to participate in ~~(City / Village)~~ the benefits and responsibilities of said act;

NOW, THEREFORE, BE IT RESOLVED BY SAID (CITY COUNCIL/VILLAGE BOARD):

1. That there is hereby revoked all previous emergency management/civil defense resolutions affecting the city/village enacted under previous civil defense acts.
2. That the ~~City~~/Village of Nehawka elects to participate in the Cass County Emergency Management Agency Organization and will cooperate to the fullest extent with that agency in meeting the requirements and regulations pertaining to the Nebraska Emergency Management Act.
3. That reposing great confidence in his/her integrity and ability, Karen St. Pierre is hereby appointed city/village liaison with the Cass County Emergency Management Agency, to serve during the pleasure of this Council/Board of Trustees, or until a successor is duly appointed.

ACTION BY CITY COUNCIL/VILLAGE BOARD OF TRUSTEES

It was moved by Trustee Nancy Jones and seconded by Trustee Brian Phelps that the resolution be adopted.

AYES 4

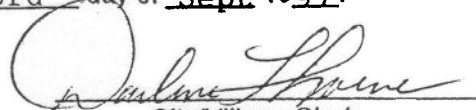
NAYS _____

ABSENT 1

Motion carried.

I, the undersigned City/Village Clerk in and for the ~~City~~/Village of Nehawka County of Cass, do hereby certify the foregoing to be a true, complete and correct copy of a certain resolution passed by the ~~City Council~~/Village Board of Trustees of Nehawka, State of Nebraska, as the same remains on file and of record in my office.

WITNESS my hand and the seal of my office this 3rd day of Sept 1997.


City/Village Clerk

RESOLUTION

No. _____

City/Village Participation in/with the
Cass County Emergency Management Agency Organization

- WHEREAS,** the ninety-fourth session of the Nebraska Legislature enacted into law the Nebraska Emergency Management Act of 1996, which directs each local government to establish or participate in a city, village, county or interjurisdictional emergency management organization, and to do certain other acts in connection therewith, and
- WHEREAS,** the Cass County Commissioners have established the Cass County Emergency Management Agency and said agency is in conformance with the Emergency Management Act, and
- WHEREAS,** the Emergency Management Act gives cities and villages the option of participating in the county organization, and
- WHEREAS,** such action is not only required by law, but that it appears to be in the best interest of the City of Plattsmouth and of the citizens thereof to participate in (City / Village) the benefits and responsibilities of said act;

NOW, THEREFORE, BE IT RESOLVED BY SAID (CITY COUNCIL/VILLAGE BOARD):

1. That there is hereby revoked all previous emergency management/civil defense resolutions affecting the city/village enacted under previous civil defense acts.
2. That the City/Village of City of Plattsmouth elects to participate in the Cass County Emergency Management Agency Organization and will cooperate to the fullest extent with that agency in meeting the requirements and regulations pertaining to the Nebraska Emergency Management Act.
3. That reposing great confidence in his/her integrity and ability, Jeff Sinnett is hereby appointed city/village liaison with the Cass County Emergency Management Agency, to serve during the pleasure of this Council/Board of Trustees, or until a successor is duly appointed.

ACTION BY CITY COUNCIL/VILLAGE BOARD OF TRUSTEES

It was moved by Councilman Jarold Smith and seconded by Councillady Patricia Baburek that the resolution be adopted.

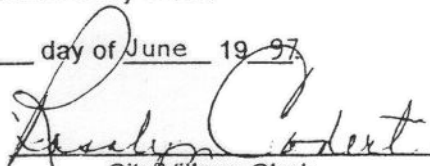
AYES 7
NAYS 0

Motion carried

I, the undersigned City/Village Clerk in and for the City/Village of Plattsmouth County of Cass, do hereby certify the foregoing to be a true, complete and correct copy of a certain resolution passed by the City Council/Village Board of Trustees of Plattsmouth State of Nebraska, as the same remains on file and of record in my office.

WITNESS my hand and the seal of my office this 3rd day of June 19 97




City/Village Clerk

RESOLUTION

No. 1City/Village Participation in/with the
Cass County Emergency Management Agency Organization

- WHEREAS,** the ninety-fourth session of the Nebraska Legislature enacted into law the Nebraska Emergency Management Act of 1996, which directs each local government to establish or participate in a city, village, county or interjurisdictional emergency management organization, and to do certain other acts in connection therewith, and
- WHEREAS,** the Cass County Commissioners have established the Cass County Emergency Management Agency and said agency is in conformance with the Emergency Management Act, and
- WHEREAS,** the Emergency Management Act gives cities and villages the option of participating in the county organization, and
- WHEREAS,** such action is not only required by law, but that it appears to be in the best interest of the Village of South Bend and of the citizens thereof to participate in the benefits and responsibilities of said act;

NOW, THEREFORE, BE IT RESOLVED BY SAID (CITY COUNCIL/VILLAGE BOARD):

1. That there is hereby revoked all previous emergency management/civil defense resolutions affecting the city/village enacted under previous civil defense acts.
2. That the City/Village of South Bend elects to participate in the Cass County Emergency Management Agency Organization and will cooperate to the fullest extent with that agency in meeting the requirements and regulations pertaining to the Nebraska Emergency Management Act.
3. That reposing great confidence in his/her integrity and ability, Jack Huntington is hereby appointed city/village liaison with the Cass County Emergency Management Agency, to serve during the pleasure of this Council/Board of Trustees, or until a successor is duly appointed.

ACTION BY CITY COUNCIL/VILLAGE BOARD OF TRUSTEES

It was moved by Pat Cunningham and seconded by Jim Madlin that the resolution be adopted.

AYES 5
NAYS 0

Motion carried.

I, the undersigned City/Village Clerk in and for the City/Village of South Bend County of Cass, do hereby certify the foregoing to be a true, complete and correct copy of a certain resolution passed by the City Council/Village Board of Trustees of South Bend State of Nebraska, as the same remains on file and of record in my office.

WITNESS my hand and the seal of my office this 2nd day of July 1997.

Deborah S. Cunningham
City/Village Clerk

RESOLUTION

No. 8-5-97City/Village Participation in/with the
Cass County Emergency Management Agency Organization

- WHEREAS,** the ninety-fourth session of the Nebraska Legislature enacted into law the Nebraska Emergency Management Act of 1996, which directs each local government to establish or participate in a city, village, county or interjurisdictional emergency management organization, and to do certain other acts in connection therewith, and
- WHEREAS,** the Cass County Commissioners have established the Cass County Emergency Management Agency and said agency is in conformance with the Emergency Management Act, and
- WHEREAS** the Emergency Management Act gives cities and villages the option of participating in the county organization, and
- WHEREAS,** such action is not only required by law, but that it appears to be in the best interest of the Village of Union and of the citizens thereof to participate in the (Village)
the benefits and responsibilities of said act;

NOW, THEREFORE, BE IT RESOLVED BY SAID (CITY COUNCIL/VILLAGE BOARD):

1. That there is hereby revoked all previous emergency management/civil defense resolutions affecting the city/village enacted under previous civil defense acts.
2. That the City/Village of Union elects to participate in the Cass County Emergency Management Agency Organization and will cooperate to the fullest extent with that agency in meeting the requirements and regulations pertaining to the Nebraska Emergency Management Act.
3. That reposing great confidence in his/her integrity and ability, William Althoff is hereby appointed city/village liaison with the Cass County Emergency Management Agency, to serve during the pleasure of this Council/Board of Trustees, or until a successor is duly appointed.

ACTION BY CITY COUNCIL/VILLAGE BOARD OF TRUSTEES

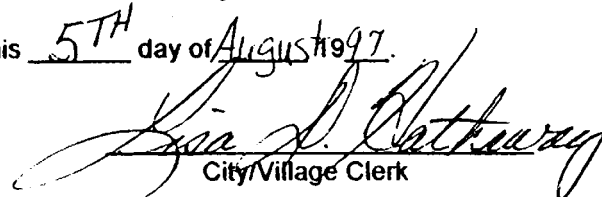
It was moved by Dale Keene and seconded by Darold Keene
that the resolution be adopted.

AYES 3NAYS 0

Motion carried.

I, the undersigned City/Village Clerk in and for the City/Village of Union
County of Cass, do hereby certify the foregoing to be a true, complete and correct copy of a certain
resolution passed by the City Council/Village Board of Trustees of Union
State of Nebraska, as the same remains on file and of record in my office.

WITNESS my hand and the seal of my office this 5TH day of August 1997.


City/Village Clerk

No. 97-10

City/Village Participation in/with the
Cass County Emergency Management Agency Organization

- WHEREAS** the ninety-fourth session of the Nebraska Legislature enacted into law the Nebraska Emergency Management Act of 1996, which directs each local government to establish or participate in a city, village, county or interjurisdictional emergency management organization, and to do certain other acts in connection therewith, and
- WHEREAS,** the Cass County Commissioners have established the Cass County Emergency Management Agency and said agency is in conformance with the Emergency Management Act, and
- WHEREAS,** the Emergency Management Act gives cities and villages the option of participating in the county organization, and
- WHEREAS,** such action is not only required by law, but that it appears to be in the best interest of the City of Weeping Water and of the citizens thereof to participate in (City of Weeping Water) the benefits and responsibilities of said act;

NOW, THEREFORE, BE IT RESOLVED BY SAID (CITY COUNCIL/VILLAGE BOARD):

1. That there is hereby revoked all previous emergency management/civil defense resolutions affecting the city/village enacted under previous civil defense acts.
2. That the City/ of Weeping Water elects to participate in the Cass County Emergency Management Agency Organization and will cooperate to the fullest extent with that agency in meeting the requirements and regulations pertaining to the Nebraska Emergency Management Act.
3. That reposing great confidence in his/her integrity and ability, Bob Hyda is hereby appointed city/village liaison with the Cass County Emergency Management Agency, to serve during the pleasure of this Council/Board of Trustees, or until a successor is duly appointed.

ACTION BY CITY COUNCIL/VILLAGE BOARD OF TRUSTEES

It was moved by Earnest West and seconded by Rob Hartman that the resolution be adopted.

AYES Hudson, West, Stubbendieck, & Hartman

NAYS None

Motion carried.

I, the undersigned City Clerk in and for the City/ of Weeping Water County of Cass, do hereby certify the foregoing to be a true, complete and correct copy of a certain resolution passed by the City Council/Village Board of Trustees of Weeping Water State of Nebraska, as the same remains on file and of record in my office.

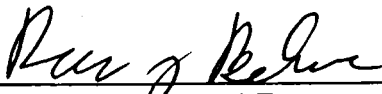
WITNESS my hand and the seal of my office this 14th day of July 19 97.



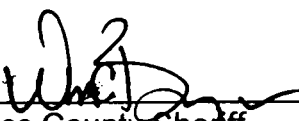
Kay Dancy
City/Village Clerk

SIGNATURE PAGE

We, the undersigned, have reviewed the Local Emergency Operations Plan (LEOP) for Cass County. We accept the responsibilities pertaining to our organization as defined in the Plan and will respond as required in the event of an emergency, disaster, or plan implementation.


Cass County Local Emergency
Planning Committee (LEPC)


12-4-03
Date


Cass County Sheriff


Oct. 7, 2003
Date


Plattsmouth Police Department

7 OCT 2003
Date


Alvo Fire Chief


8 Oct 2003
Date


Avoca Fire Chief


12-4-03
Date


Cedar Creek Fire Chief

11-20-03
Date



Eagle Fire Chief

10-8-03
Date

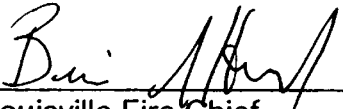

Elmwood Fire Chief

12-4-05
Date

SIGNATURE PAGE (continued)


Greenwood Fire Chief

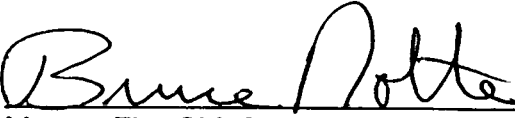
10-8-03
Date


Louisville Fire Chief

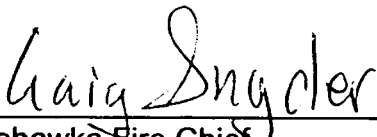
10-7-03
Date


Murdock Fire Chief

9-25-03
Date


Murray Fire Chief

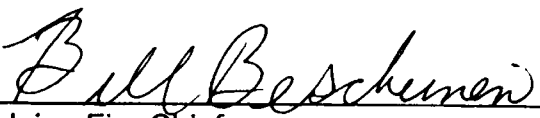
11-20-03
Date


Nehawka Fire Chief

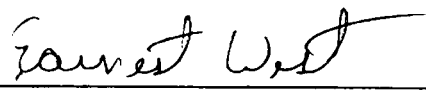
11-20-03
Date


Plattsburgh Fire Chief

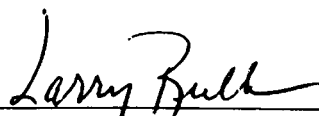
11-25-03
Date


Union Fire Chief

Dec 4-03
Date


Weeping Water Fire Chief

9-25-03
Date


EMS Captain

10/2/3
Date

SIGNATURE PAGE (continued)

Lewis P. Krause
EMS Captain

10/07/03
Date

Charles J. Cool
EMS Captain

10/8/03
Date

Neda Copenhagen
Cass County Assessor

10/07/03
Date

Handy H. H.
Cass County Highway Superintendent

10-29-03
Date

James B. Dill
Regional Public Health Director

10/6/03
Date

John Phillips
American Red Cross
Heartland Chapter

12.3.03
Date

William M. Cove
Cass County
Emergency Management Director

9/25/2003
Date

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GLOSSARY OF TERMS AND ACRONYMS

Business Band Radio: Any commercial radio communications not otherwise specifically stated.

CEC - Community Emergency Coordinator: The single point of contact under SARA Title III for the community who makes determinations necessary to implement the plan.

CERCLA: Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (PL 96-510)

CHEMTREC - (1-800-424-9300) Chemical Transportation Emergency Center: Located in Washington, D.C., this facility, sponsored by the chemical industry, provides 24-hour assistance in dealing with chemical transportation emergencies.

Civil Defense Emergency: An emergency declared by the President of the United States or Congress pursuant to applicable federal law finding that an attack upon the United States has occurred or is anticipated and that national safety requires the invocation of the emergency authority provided for by federal law.

County Emergency Board (CEB): A group comprised of representatives from three USDA agencies, Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS), Cooperative Extension Service (CES).

Decontamination: The reduction or removal of contaminating radioactive, biological or chemical material from a structure, area, object, or person.

DEQ: Nebraska Department of Environmental Quality

Disaster - (Reference 81-829.39[3]): Occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural or man-made cause, including, but not limited to fire, flood, earthquake, wind, storm, chemical spill, or other water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, drought, infestation, explosion, riot, civil disturbance, or hostile military or para-military action.

DRC - Disaster Recovery Center: A location established in a disaster area which houses all federal, state, and local agencies that deal directly with the needs of the individual survivor. DRCs are established only after a Presidential Declaration. Teleregistration will be available.

EAS - Emergency Alert System: The Emergency Alert System is composed of AM, FM and TV broadcast stations and non-government industry entities operating on a voluntary, organized basis during emergencies at the national, state, or operational levels.

Emergency: Any unplanned event that interrupts the daily function of the jurisdiction and requires an emergency response.

Emergency Worker: A person or persons who are primarily responsible for carrying out emergency functions. Emergency functions include radiological monitoring, firefighting services, law enforcement, medical and health services, rescue activities, area security, communications, evacuation measures, social services, and other related functions assigned by competent authority to protect the health, safety, and property of the general populace. Reference: RRS 81-829.55

EMS - Emergency Medical Services

EMT - Emergency Medical Technician: An individual who has completed the required training and is licensed by the State of Nebraska to perform emergency basic life support functions.

Emergency Protective Actions: Measures taken prior to or after a release of hazardous materials to prevent or minimize exposures to persons in the threatened area. Examples of emergency protective actions as discussed in this plan are area access control, evacuation, in-house shelter, decontamination, and respiratory protection.

EOC - Emergency Operation Center: A facility from which local government officials exercise direction and control in an emergency or disaster.

EOC Staff: Members of the emergency management organization tasked to operate the Emergency Operation Center during disasters.

EPA: Environmental Protection Agency (Federal Agency)

EPI - Emergency Public Information: Information concerning individual actions, which will be made available to affected residents, transients, and evacuees in an emergency to ensure their safety and well-being.

Executive Group: Consists of the Chief Executives (Mayor, County Board Chairman, etc.) of the affected jurisdictions and/or their deputies.

Exercise: An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties; and demonstrate operational capability.

FCO - Federal Coordinating Officer: The person appointed by the Associate Director, Federal Emergency Management Agency, who operates under the Regional Director, FEMA, to coordinate federal assistance in a major disaster.

FEC - Facilities Emergency Coordinator: The single point of contact under SARA Title III for a facility that reports extremely hazardous substances. This person will coordinate all activities of the facility in the event of a spill or release.

Federal Agency Disaster Designation: Certain federal agencies have programs under their own authorities, which allow them to provide assistance without a Presidential Declaration.

Federal Response Plan (FRP): The Federal plan developed under Public Law 93-288 (Stafford Act) in order to facilitate the delivery of all types of Federal Response Assistance to States to help them deal with the consequence of significant disasters. Any response provided will supplement state and local response efforts. Requests for Federal assistance will be made by the State after an assessment of state and local ability to respond to the specific disaster.

FEMA - Federal Emergency Management Agency: The federal agency charged with development of an Integrated Emergency Management System and with supporting Emergency Management and Disaster Assistance efforts at all levels of government.

FSA: Farm Service Agency

Governor's Emergency Fund: A fund established by state law that may be expended, upon direction of the Governor, for any State of Emergency to supplement local efforts to maintain and/or promptly restore essential public facilities or services when threatened or damaged as a result of a natural disaster.

Governor's Proclamation - State of Emergency: The Governor has found that a disaster has occurred or that the occurrence or threat thereof is imminent within the state or any part thereof, and he has activated the disaster response and recovery aspects of state, local, and interjurisdictional plans for the purpose of aiding the affected individuals and local governments.

Hazard Analysis: The process of identifying the potential hazards that could affect the jurisdiction and determine the probable impact each of these hazards could have on people and property.

Hazard Area: A specified area directly affected by a disaster, or with high probability of being affected by specific hazards.

Hazard Mitigation: Measures which will eliminate or reduce the potential for damage to an area or facility from the effects of an emergency or disaster.

HazMat - Hazardous Materials: Substances, which, if released in an uncontrolled manner (i.e., spilled), can be harmful to people, animals, property, and/or the environment.

ICS/IMS - Incident Command System/Incident Management System: The combination of facilities, equipment, personnel, procedures, and communications necessary to manage resources at the scene of an incident.

ICU: Intensive Care Unit

In-Place Shelter: Protective shelter action directed in the event of a short-term or low-level radioactive or toxic material release where evacuation actions could not be rapid enough to protect the affected population from an approaching hazard. Taking in-place shelter means

staying indoors, closing all windows and openings to the outside air, and turning off all air conditioners or fans vented to the outside.

Ingestion Exposure Pathway EPZ (Nuclear Power Plants Incidents): An Emergency Planning Zone which refers to exposure primarily from ingestion of water or foods such as milk and fresh vegetables that have been contaminated with radiation. The duration of primary exposure could range from hours to months.

Key Personnel: Those officials of local government and other agencies and organizations who have primary functional responsibilities under this plan.

Local Emergency Planning Committee (LEPC): A local committee appointed by the State Emergency Response Commission (SERC) responsible for emergency planning and community right to know under SARA Title III.

MCI - Mass Casualty Incident: An incident, emergency, or disaster which generates sufficient casualties where:

- A. The number of patients and the nature of their injuries make the normal level of stabilization and care unachievable, or
- B. The number of Emergency Medical Technicians and ambulances that can be brought to the field within the time allowed is not enough, or
- C. The stabilization capabilities of the hospital are insufficient to handle all the patients.

(MRC/JIC)Media Release Center/Joint Information Center: Locally designated location for release of information to the general media for dissemination to the public.

MSDS: Material Safety Data Sheet

Mutual-Aid Agreements: Arrangements between organizations, either public or private, for reciprocal aid and assistance in case of emergency or disaster too great to be dealt with unassisted or when local resources are inadequate or exhausted.

NAWAS - National Warning System: A system of special telephone lines linking Nebraska with federal authorities in other states. A sub-network portion of the system, the State NAWAS Circuit, ties together state and local warning points as well as the National Weather Service, Nebraska State Patrol Stations, and nuclear power plants.

NCP - National Contingency Plan: Prepared by EPA to put into effect the response powers and responsibilities created by CERCLA.

NRT: National Response Team. (Consists of representatives of government agencies as the principal organization for implementing the NCP.)

Nuclear Incident: An occurrence in which nuclear materials with consequent nuclear radiation are uncontrollably released from containment. Synonymous with the terms "radiation spill" and "nuclear accident".

OSC - On Scene Coordinator: Federal official who directs Federal response under NCP.

OSHA: Occupational Safety and Health Administration (Federal Agency).

Presidential Emergency Declaration: Under PL 93-288, as amended by PL 100-707 this is issued when the President has decided that a catastrophe, in any part of the United States, requires federal emergency assistance to supplement state and local efforts to save lives and protect property, public health, and safety, or to avert or lessen the threat of a natural disaster which because of the pressure of time or because of the unique capabilities of a federal agency, assistance can be more readily provided by the federal government.

Presidential Major Disaster Declaration: Is issued when in the determination of the President, a catastrophe causes damage of sufficient severity and magnitude to warrant federal assistance under PL 93-288, as amended by PL 100-707, or subsequent legislation, above and beyond emergency services provided by the federal government to supplement the efforts and available resources of states, local governments, and other relief organizations in alleviating the damage, loss, hardship, or suffering as a result of the catastrophe.

Protective Shelter: Any shelter with the capability to protect individuals, animals, or equipment from the effects of hazards such as tornadoes, blast, fire, initial radiation, and fallout.

Radiological Emergency: A radiological incident/accident that requires immediate action to save lives, to protect public health, to preserve property, or to reduce or avoid an increase in the threat resulting from the incident/accident.

Radiological Monitoring: The use of detection equipment to determine the levels of radiation or the presence and concentration of radioactive contamination to include the planning and data collection necessary to the task.

Radiological Protection: The organized effort, through warning, detection, and preventive or remedial measures, to minimize the effect of nuclear radiation on people and resources.

REM - Radiation Equivalent in Man: A measure of the overall effectiveness of a radiation dose at causing a risk of cancer.

RRT - Regional Response Team: representatives of Federal agencies and a representative from each state in the Federal region. During a response to a major hazardous materials incident involving transportation or a fixed facility, the OSC may request that the RRT be convened to provide advice or recommendations.

Rumor Control: A location where information requests from the public can be handled. Special Disaster Information telephone numbers may be published.

SARA: Superfund Amendments and Reauthorization Act of 1986. Contains Title III provisions for Hazardous Materials Emergency Planning and Community Right-to-Know.

SERC - State Emergency Response Commission: A commission, appointed by the governor to oversee LEPCs.

State Coordinating Officer (SCO): The person named by the Governor in the Federal-State Agreement to execute on behalf of the State all necessary documents for disaster assistance following the declaration of an emergency or major disaster, including certification of applications for public assistance.

State Radiation Team/Radiological Monitoring Team: Response team dispatched to the site of a radiological incident/accident by the Nebraska Health and Human Services System. This team(s) may be augmented by emergency management radiological monitoring resources, including aerial monitoring. At the scene, all radiation control activities are coordinated by the Health and Human Services System, which also furnishes technical guidance and other services to local governments.

Superfund: The trust fund established under CERCLA to provide money the OSC can use during a clean-up.

Title III: The "Emergency Planning and Community Right-to-Know" portion of SARA. Specifies requirements for minimum plan content, for fixed facility owners to inform officials about extremely hazardous substances present at the facilities and for making information about extremely hazardous substances available to citizens.

Traffic Control Points: Places along evacuation routes that are either manned by law enforcement personnel or volunteers, or marked with barricades to direct and control movement to and from the area being evacuated.

Triage: A system of assigning priorities of medical treatment to the injured and/or ill on the basis of urgency, chance of survival, etc.

USDA: United States Department of Agriculture

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BASIC EMERGENCY OPERATIONS PLAN

I. PURPOSE

This Plan predetermines, to the extent possible, actions to be taken by responsible elements of the governments of Cass County and its cities and villages, and by cooperating private organizations to:

- A. Prevent avoidable disasters,
- B. Reduce the vulnerability of Cass County residents to any disasters that may strike,
- C. Establish capabilities for protecting citizens from the effects of disasters,
- D. Respond effectively to the actual occurrence of disasters,
- E. Provide for the recovery in the aftermath of any emergency involving extensive damage or other detrimental effect on normal life within the community.

II. AUTHORITY

Authority for this Plan is contained in:

- A. Public Law 81-920 (Federal Emergency Management Act of 1950) as amended;
- B. Public Law 93-288 (Disaster Relief Act of 1974) as amended by PL 100-707;
- C. Public Law 99-499 (Superfund Amendments and Reauthorization Act of 1986) as amended;
- D. 44 CFR, Part 302, Emergency Management: State and Local Emergency Management Assistance (EMA), June 1985, as amended;
- E. RRS Sections 81-829.36 to 81-829.74 Nebraska Emergency Management Act of 1996, as amended;
- F. Cass County Resolution 1997-16 establishing the Cass County Emergency Management Agency, dated 15 July 1997;
- G. City of Plattsmouth Resolution participating in/with the Cass County Emergency Management Agency Organization, dated 3 June 1997;
- H. City of Louisville Resolution 97-13 participating in/with the Cass County Emergency Management Agency Organization, dated 11 June 1997;

- I. City of Weeping Water Resolution 97-10 participating in/with the Cass County Emergency Management Agency Organization, dated 14 July 1997
- J. Village of Alvo Resolution participating in/with the Cass County Emergency Management Agency Organization, dated 4 August 1997;
- K. Village of Avoca Resolution 97-8(R) participating in/with the Cass County Emergency Management Agency Organization, dated 1 October 1997;
- L. Village of Cedar Creek Resolution 28 participating in/with the Cass County Emergency Management Agency Organization, dated 2 September 1997;
- M. Village of Eagle Resolution 97-20 participating in/with the Cass County Emergency Management Agency Organization, dated 7 October 1997;
- N. Village of Elmwood Resolution 9802 participating in/with the Cass County Emergency Management Agency Organization, dated 4 March 1998;
- O. Village of Greenwood Resolution 97-7 participating in/with the Cass County Emergency Management Agency Organization, dated 12 August 1997;
- P. Village of Manley Resolution 90.6 participating in/with the Cass County Emergency Management Agency Organization, dated 6 August 1997;
- Q. Village of Murdock Resolution 97-0102 participating in/with the Cass County Emergency Management Agency Organization, dated 2 December 1997;
- R. Village of Murray Resolution 1997-1 participating in/with the Cass County Emergency Management Agency Organization, dated 3 June 1997;
- S. Village of Nehawka Resolution 9-3-97 participating in/with the Cass County Emergency Management Agency Organization, dated 3 September 1997;
- T. Village of South Bend Resolution 1 participating in/with the Cass County Emergency Management Agency Organization, dated 2 July 1997;
- U. Village of Union Resolution 8-5-97 participating in/with the Cass County Emergency Management Agency Organization, dated 5 August 1997
- V. 10 CFR, Parts 50 and 70, Appendix E, Nuclear Regulatory Commission as revised 3 November 1980.

III. SITUATION

- A. Cass County, with a residential population of approximately 24,839 persons, (2002 estimated Census) is vulnerable to many hazards, all of which have the potential to disrupt the community, create damage, and cause injury or death to its citizens. The Cass County Emergency Management Director, has identified hazards which could have an effect on the population or public and private property. The most severe of these hazards are natural, technological and national security. The highest potential of occurrence include tornadoes, severe storms (winter and summer), floods, hazardous materials, utility and transportation accidents and national emergencies.
- B. Cass County and its various incorporated jurisdictions have significant emergency response resources and capabilities. two law enforcement agencies, fourteen fire departments, eleven rescue squads / departments and the hospitals in Lincoln and Omaha provide emergency services on a day-to-day basis. During and after disaster, effective use of these emergency resources and other governmental and private response and recovery capabilities will minimize the effects of disaster on people and property.

IV. ASSUMPTIONS AND PLANNING FACTORS

- A. Outside assistance would be available in most major disaster situations affecting Cass County. However, even though this Plan will define procedures for coordinating such assistance, it is essential for Cass County to be prepared to carry out disaster response and short-term recovery actions on an independent basis.
- B. It is possible for a major disaster to occur at any time, and at any place, in the county. In some cases, dissemination of warning and increased preparedness measures may be possible. However, many disaster events can, and will, occur with little or no warning.
- C. Proper implementation of this Plan will reduce or prevent the loss of life and damage to property. Officials within Cass County are aware of the possible occurrence of an emergency or major disaster and their responsibilities in the execution of this Plan and will fulfill those responsibilities as needed.

V. ORGANIZATION/RESPONSIBILITIES

- A. The primary responsibility for the safety and welfare of the residents of Cass County and its communities rests with the respective governments. To fulfill this responsibility, the various local governments must individually, and where possible, jointly implement plans to ensure proper emergency actions are taken in a timely manner and provide care and support for those citizens affected.

B. Local Government Structure

1. The affairs of Cass County are managed by a five member Board of Commissioners. Their authority extends to all unincorporated areas of the county.
2. Plattsmouth is a first class city and functions under the Mayor/Council system. The City Council consists of a Council President and seven Council Members. Day-to-day affairs of the city are under the direction of a City Administrator.
3. Louisville is a second-class city also using the Mayor/Council form of government. The Council consists of the Council President and four Council Members.
4. Weeping Water is a second-class city also using the Mayor/Council form of government. The Council consists of the Council President and four Council Members.
5. Alvo, Avoca, Cedar Creek, Eagle, Elmwood, Greenwood, Manley, Murdock, Murray, Nehawka, South Bend, and Union are villages under the direction of Village Boards with a Board Chairperson and Board Members or Trustees.

C. Emergency Management

Cass County Emergency Management Agency: the Cass County Emergency Management Director, appointed by the Cass County Board of Commissioners, will act as the disaster operations advisor to the Board and the various City Councils/village boards. In that capacity, and as directed by the County Commissioners, the Emergency Management Director will assist and support other under provisions of resolutions of participation in emergency response activities within those communities. Emergency operations will be conducted by local forces, supplemented as necessary by trained auxiliaries and manpower and resources available from neighboring jurisdictions or the State. In general, the Emergency Management Director:

1. Serves as the emergency preparedness and response advisor to the Cass County Board of Commissioners and the cities and villages of Cass County.
2. Directs and controls the Cass County Emergency Management Agency. In that capacity, supports disaster preparedness and response activities in all other jurisdictions in the county.
3. Develops plans, prepares guidance, and coordinates actions to accomplish an effective emergency operating capability.

4. Promulgates a program promoting a general public awareness of Emergency Management.
5. Implements procedures to obtain state/federal government programs of financial and resource assistance.
6. Establishes programs to protect lives, protect property, and sustain survivors in the event of disaster.

D. State Agencies

This Plan primarily addresses local authority in emergency situations. There are also times when state agencies may be requested, or are required, to be involved. References throughout this Plan to state agency utilization are not meant to be an exhaustive list of when the state should be involved. State statutes mandate certain state agencies to play an active role in emergency response or support and those agencies will be expected to perform their duties when necessary.

E. Responsibilities

Most departments within local government have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining procedures for meeting its emergency responsibilities. This Plan has been broken into twelve primary functional areas of responsibility (detailed in Annexes) which define the tasks that must be accomplished to ensure public safety and welfare. Additional functions, such as Mitigation, Continuity of Government, Reporting, and Administration and Logistics which do not warrant a full Annex are also addressed at the appropriate place in this Plan. Primary and supporting responsibility has been assigned as shown in the Functional Responsibility Chart, included in this section. See Attachment 1. Detailed tasks are covered in the Annexes. Responsibilities for certain organizations that are not part of local government are also presented. In general, the functional areas cover:

1. Direction and Control (Annex A): this function is fulfilled by the Executive Group utilizing the expertise of an Emergency Operating Center staff. By statute, the conduct of all emergency operations and protective actions in Cass County is the responsibility of the County Commissioners; and, in their respective political subdivisions, the responsibility of the Mayor and City Councils of Plattsburgh, Louisville and Weeping Water and the Village Boards of Alvo, Avoca, Cedar Creek, Eagle, Elmwood, Greenwood, Manley, Murdock, Murray, Nehawka, South Bend, and Union. These executives, as required, shall, along with the Cass County Emergency Management Director, constitute the Emergency Executive Group which will be located with the Emergency Operations Staff in the Emergency Operating Center in rural Weeping Water. In general, executive direction and control

responsibilities will be to assign missions and tasks, direct planning, monitor the Cass County environment, inform the public and control emergency operations.

2. Communications and Warning (Annex B): primary responsibility for establishing, maintaining, augmenting, and providing backup for all channels of communications needed for emergency response and recovery rests with the respective emergency service organization. The Communications and Warning Officer is responsible for coordinating EOC communications and maintaining this Annex of the LEOP. Warning could be received through the Plattsmouth Warning Point and then 39.9 Nebraska Law Enforcement Radio Net. In the remainder of the county, warning of the public is a primary responsibility of the Cass County Sheriff.
3. Damage Assessment (Annex C): the Cass County Assessor will serve as Damage Assessment Coordinator and will be responsible for ensuring that personnel and procedures are available to provide preliminary estimates and descriptions of the extent of damage resulting from large scale disasters. That responsibility includes provisions for completing the process of requesting a State disaster proclamation through emergency management channels. The Damage Assessment Coordinator is a member of the EOC Staff.
4. Emergency Public Information (Annex D): the Public Information Officer is responsible for keeping the public advised as to the emergency situation. The PIO plays an important role through coordination with the news media in advising the public of proper actions to take. The establishment of rumor control procedures and Disaster Recovery Centers are also important functions as is the on-going requirement for emergency preparedness education efforts. All public information activity will be coordinated through the Emergency Operating Center where the Public Information Officer will function as a member of the EOC Staff.
5. Evacuation (Annex E): the goal of this function is to relocate people to safe areas when emergencies or threats necessitate such action. The decision to evacuate would normally be made by the Executive Group on the advice of the Emergency Management Director but may, due to the severe nature of a situation, be made by the incident commander (fire or law enforcement). The Cass Emergency Management Director is responsible for establishing clear and detailed procedures for carrying out complete and partial evacuation of citizens.
6. Fire Services (Annex F): all Fire District Chiefs are responsible for fire control and rescue activities in their respective fire districts. The Fire Chief of the affected jurisdiction serves as Fire Services Coordinator and as a member of the EOC staff. If more than one jurisdiction is affected, the Cass County Public Safety Mutual Aid Association may provide a Fire Services

Representative to the EOC. General responsibilities are to limit loss of life and property from fires and other damage, provide leadership and training in fire prevention and suppression, respond to HazMat incidents, lead search and rescue, assist in mobile medical aid and ambulance transport, and provide light rescue of trapped or injured persons.

7. Health and Medical (Annex G): emergency medical responsibilities and coordinating rescue operations include providing emergency medical care and treatment for the ill and injured, coordinating evacuation of health care patients, and managing medical resources, both personnel and equipment/supplies. This may be assigned to a Medical Coordinator. Public health responsibility has been assigned to a Public Health Coordinator. These responsibilities include the safeguarding of public health, minimizing the incidence of communicable disease, coordinating mental health care/crisis counseling, establishing environmental controls, and coordinating burial.
8. Law Enforcement (Annex H): the Cass County Sheriff, the Plattsmouth Police Chief, and the Nebraska State Patrol are responsible for law enforcement, traffic control and security functions within their respective jurisdictions. Their responsibilities include maintaining law and order through traffic and crowd control, preventing crimes against people and property, securing the scene of a HazMat incident, coordinating evacuation, managing search operations, and providing security.
9. Mass Care (Annex I): the American Red Cross has the responsibility for coordinating mass care of citizens of Cass County in case of an evacuation or disaster within the county. Reception and care responsibilities include providing temporary lodging, food, clothing, and other essentials to large numbers of evacuees displaced due to disasters or crisis.
10. Protective Shelter (Annex J): this function involves providing citizens of Cass County with protective shelter from the direct effects of those hazards where exposure could cause injury or death and evacuation is not a viable option. Examples range from tornadoes to hazardous materials spills to radioactive fallout as a result of nuclear attack. The Cass County Emergency Management Director, with the assistance of City and Village Directors, will serve as Shelter Coordinator and be responsible for identifying appropriate shelters, establishing protective shelter procedures and coordinating shelter operations.
11. Public Works/Utilities (Annex K): the Public Works/Utilities functional area involves providing a flexible emergency response capability in the area of engineering, construction, and the repair and restoration of public facilities and services. Additional responsibilities include developing and directing debris clearance operations, post-disaster safety inspections, heavy rescue, and the providing of traffic control equipment in support of evacuation.

Responsibility for the Public Works/Utilities area has been assigned to the Cass County Road Superintendent.

12. Resource Management (Annex L): the coordination and effective utilization of personnel, equipment, supplies, facilities, and services during disaster response and recovery is an important function. Responsibility for this area has been assigned to the Cass County Extension Agent supported by the Cass County Emergency Management Director and the USDA Cass County Emergency Board (CEB).

- F. Under the Southeast Nebraska Emergency Management Mutual Aid Association and Interlocal Agreement, Cass County has a mutual aid support responsibility to assist, as possible, seventeen Southeast Nebraska Counties should they experience a major emergency or disaster.

VI. CONCEPT OF OPERATIONS

A. General

It is the responsibility of the governments of Cass County and its communities to protect life and property from the effects of hazardous events. This Plan is based on the concept that emergency functions for various agencies/organizations involved in emergency management will generally parallel their normal functions. To the extent possible, the same personnel and material resources will be employed in both cases. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency tasks assigned. In keeping with the national concept embodied in the Integrated Emergency Management System (IEMS), this Plan is concerned with all types of emergency situations.

B. Continuity of Government

1. Succession of Command (Ref: RRS 84-1101 to 84-1117 - Nebraska Emergency Succession Act):
 - a. The lines of succession for executive heads of government and Emergency Management officials in Cass County are defined in Annex A, Direction and Control.
 - b. The line of succession of each department head is according to the operating procedures established by each department or as defined in the appropriate Annex to this Plan.

- c. In a civil defense emergency due to threat or occurrence of a nuclear attack, succession to elected and appointed city or county officials will be as provided in the Nebraska General Emergency Succession Act (RRS 84-1101 to 84-1117) by invoking the Act and appointing alternates.
2. Preservation of Records: the preservation of important records and the taking of measures to ensure continued operation and reconstitution, if necessary, of local government during and after catastrophic disasters or national security emergencies is the responsibility of the executives of each jurisdiction. Normally, the development and maintenance of procedures for ensuring continuity of government will be carried out for Cass County by the County Clerk, for Plattsmouth, Louisville and Weeping Water by the City Administrator, and for other local jurisdictions by the respective village clerks. Records to be preserved will include as a minimum:
 - a. Records required to protect the rights and interests of individuals (vital statistics, land and tax, papers of incorporation, etc.)
 - b. Records required by health, fire, law enforcement and public works to conduct emergency operations (utility maps, emergency plans and procedures, personnel lists, etc.)
 - c. Records required to reestablish normal government functions and to protect the rights and interests of government (constitutions, charters, statutes and ordinances, court records, financial records, etc.).
3. Alternate Operating Locations: those government departments having emergency response functions have, where necessary, identified alternate operating locations. Refer to Annex A for specific information.
4. Protection of Government Resources: procedures and guidelines have been established in this Plan, and separately, to provide for the physical safety of government personnel, records, and equipment.
 - a. Personnel: all government buildings should have tornado and fire plans which designate appropriate actions and protective shelter locations including provisions for handicapped persons.
 - b. Records: essential county government records are stored in secure storage at the Cass County Law Enforcement Center
 - c. Equipment: no specific high probability hazard has been identified that could cause damage to equipment. Tornadoes could strike anywhere precluding specific equipment protection procedures. The communications capability of various emergency response departments has been duplicated in the EOC providing a backup capability.

C. Direction and Control Relationships

1. During disaster operations, coordination and control of community emergency response will be exercised by the Executive Group of the political subdivision concerned. The Chair of the Cass County Board of Commissioners and the Mayors of Plattsmouth, Louisville and Weeping Water will operate from the EOC providing overall direction and control of the many emergency functions. The chief executive of other communities will function from their local Emergency Operating Centers.
2. Each office, agency or organization assigned primary or supporting responsibilities under this emergency plan must be prepared to assign a representative to the EOC staff. The EOC, working with field operations, thus becomes the central point for coordination of all disaster operations. The Cass County Emergency Management Director is responsible for maintaining and managing the EOC as outlined in Annex A.
3. Primary communications will be through normal systems. Supporting emergency communications facilities will be controlled from the EOC or the Plattsmouth Mobile Command Van. Communications available to Executive Group and the EOC Staff are outlined in Annex B.

D. Phases of Emergency Management

There are four phases of emergency management. The first of these, mitigation, is a continuing effort throughout the management process. The other three phases are action periods where emergency operations defined under this Plan are carried out. Each of the functional Annexes to this Plan defines specific actions essential to each of the three operational phases. These Annexes should be thoroughly reviewed and understood by all agencies, organizations, and emergency personnel prior to implementation of the Plan. The four emergency management phases are:

1. Mitigation: mitigation activities are those that eliminate or reduce the probability of a disaster occurrence. Also included are long-term activities designed to minimize the potentially adverse effects of unavoidable hazards. These activities are ongoing throughout the emergency management process and can involve legislative and/or physical actions. Examples are flood plain management, construction of dikes or dams, development of building codes and ordinances requiring protective measures such as mobile home tiedowns. Most mitigation tasks or responsibilities are not considered appropriate for an Emergency Operations Plan and therefore are addressed only briefly in this Plan. Some mitigation activities, however, will be addressed, if appropriate, in the various Annexes.
2. Preparedness Phase: this includes normal day-to-day readiness activities such as planning, training, and developing and testing emergency response

capabilities. It would include increased readiness activities under an attack threat. Tornado, winter storm, and flood watch actions carried out when conditions are present for hazardous events to occur are also considered part of the preparedness phase. Limited staffing of the EOC may be required.

3. Response Phase: response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage and to speed recovery. Response activities include activation of the EOC, direction and control, warning, evacuation, rescue, and other similar operations. Severe weather warnings (tornado, flash flood, winter storm, etc.) would be included in the response phase. Damage assessment actions would be initiated.
4. Recovery Phase: recovery is both a short-term and a long-term process. Short-term operations provide vital services to the community and provide for basic needs of the public. Damage assessment actions and emergency response services (medical, search and rescue, public utility restoration, sanitation, etc.) would continue. Long-term recovery focuses on restoring the community to its normal or to an improved state of affairs. Examples of long-term recovery actions are provision of temporary housing and food, restoration of non-vital government services, and reconstruction of damaged areas.

E. Notification

Initial notification of an emergency or disaster event occurring within Cass County would normally come via citizen report to law enforcement or fire services in the affected area, notification of a release from a facility with Title III reporting requirements, or from the carrier in the event of a transportation incident. Notification of events occurring outside of Cass County which could affect the county could come from several sources.

1. National Weather Service (NWS): weather phenomena threatening Cass County would normally be received from the Omaha National Weather Service Station via NAWAS ,Nebraska State Patrol Teletype, followed by Weather Alert Radio.
2. Nebraska State Patrol (NSP): notification of hazardous events occurring near or in Cass County could come from the Nebraska State Patrol via direct radio communications or telephone. See Annex B for communications details.
3. Nebraska Emergency Management Agency (NEMA): back-up notification of all severe events and long-range forecasts of potential disaster situations, such as flood stage predictions could come from the Nebraska Emergency Management Agency in Lincoln. Normal mode would be public service

telephone although NAWAS to the Plattsmouth Warning Point with subsequent retransmittal to Cass County via 39.9 Nebraska Law Net could be used.

4. Adjacent Counties: notification of emergency or disaster events occurring in nearby or adjacent counties would normally be relayed by the affected county using direct radio communications.

F. Alerting of Key People

On notification of a possible or actual emergency or disaster event, the communicator on duty will take action to notify appropriate city and county officials in accordance with their procedures. If the EOC is activated, officials will, as required by the situation, assemble at the EOC and be prepared to evaluate information, effect coordination, and make emergency action decisions.

G. Plan Implementation

The decision to implement all or portions of this Plan will normally be made by the chief executive of the affected local governments on the advice of emergency response officials. A Presidential Declaration of a Civil Defense Emergency shall mean automatic implementation of this Plan. On implementation, local executives will assume such emergency powers as are authorized by local ordinances or contained in the Nebraska Emergency Management Statutes and delegated by the Governor. The Chair of the County Board of Commissioners and/or the Mayors of the affected communities will take charge of all operations directed by this Plan.

1. All county and city officials will immediately activate their portions of the Plan and discontinue all non-essential actions. If a portion of the Plan cannot be activated, the appropriate Chief Executive will be immediately notified so alternate arrangements can be made.
2. The Cass County Emergency Management Director will coordinate disaster operations support for emergency response services and make contact with the Nebraska Emergency Management Agency and other appropriate state and local organizations.
3. Depending on the situation, disaster declarations in accordance with RRS 81-829.50 will be made by the chief executives of Cass County and the affected communities. The effect of a local disaster declaration shall activate the response and recovery aspects of this Plan and any other interjurisdictional disaster plans and to authorize the furnishing of aid and assistance from these plans. A local disaster declaration is a prerequisite for obtaining a state disaster proclamation from the Governor authorizing state assistance and response support.

H. Mutual Aid

When existing local resources are exceeded, mutual aid will be requested from neighboring communities with which agreements have been established. On request, Cass County resources may be sent to assist other jurisdictions under existing mutual aid agreements.

I. Requests for State Support

State support may be requested under disaster conditions.

1. If it appears that required disaster response actions are, or will be, beyond the capability of the local government and available mutual aid, the chief executive will prepare a local disaster declaration and request assistance from the State. See Annex A, Attachment 4. This request shall be made through the Cass County Emergency Management Director to the Nebraska Emergency Management Agency and will contain the following information:
 - a. Type of disaster,
 - b. Extent of damage or loss (include fiscal estimate),
 - c. Actions taken by local government, including funds expended,
 - d. Type and extent of assistance required.
2. The Nebraska Emergency Management Agency will review the request, evaluate the overall disaster situation, and recommend action to the Governor. If the Governor finds the disaster is of such severity that response is beyond local resources, he/she will proclaim a disaster in accordance with RRS 81-829.40 and state assets will be employed to support local efforts. State support will be coordinated through the State EOC. This does not preclude direct requests for early assistance to first responder state agencies such as the Nebraska State Patrol and the State Fire Marshal.
3. Under disaster conditions support by state military forces may be requested through the Nebraska Emergency Management Agency at the State EOC. Requests for this support will be coordinated by the Cass County Emergency Management Director. National Guard or military assistance will complement and not be a substitute for local participation in emergency operations. These forces will remain at all times under military command but will support and assist local government. Requests will include objectives, priorities, and other information necessary to accomplish the mission.

J. Protection of the Public

One of the primary responsibilities of government is to ensure that all possible measures are taken to protect its citizens in the event of potential or actual disaster. This Plan outlines the actions necessary in Cass County. In addition to normal emergency services, there are four major areas for government action.

1. Warning and Emergency Public Information: warning of the public is accomplished through a combination of methods depending on the specific situation. These methods include sirens (outdoor warning), emergency vehicles, radio, television, and the cable television system. Advising the public of proper actions to take utilizes the media and is dependent on their full cooperation. Details of warning and information dissemination capabilities and procedures (including EAS) are in Annex B, Communications and Warning and in Annex D, Emergency Public Information.
2. Protective Shelter: the providing of shelter from the direct effects of hazards in Cass County focuses on two major hazards, tornadoes and hazardous materials.
 - a. Tornado Shelters: an ongoing program of advising the public of proper sheltering actions is carried out by the various Emergency Management organizations. The protective shelter policy for tornadoes is for citizens to use the best place in their homes or the facility where they are located at the time of warning. Most public facilities have been surveyed to identify best protective locations. All schools, health care facilities, and major industries have tornado plans. See Annex J.
 - b. Indoor Protection: for some hazardous materials it is safer to keep citizens inside with doors and windows closed rather than to evacuate them. A chemical plume will frequently move quickly past homes. Because air circulation systems can easily transport airborne toxic substances, instructions will be given to shut off all circulation systems both in private and institutional settings.
3. Evacuation: when time permits or when continued presence in the vicinity of a hazard effect poses a threat to the life and safety of the citizens affected, an evacuation may be ordered. Approximately four percent of the population of Cass County resides within the boundaries of the 100-year flood plain. Any area of the county could be affected by toxic clouds resulting from a fire or hazardous material spill. Evacuation decisions will be made by the incident commander or, if time permits, the chief executive based on recommendation of the Emergency Management Director. Evacuation procedures are outlined in Annex E, and in Annex H. Reception and care of evacuees are detailed in Annex I.

K. Recovery Actions

Once the emergency or disaster is under control, search and rescue operations completed, and the immediate needs of the affected citizens have been met, the Executive Group will initiate all recovery actions necessary to return the affected area to normal status. If disaster assistance is provided, the chief executive will coordinate with the State and/or Federal coordinating officers. Recovery responsibilities of each agency and organization are clearly defined in the various Annexes. Primary recovery efforts will focus on the following areas:

1. Debris Removal (Annex K): plans and procedures for the removal of debris are contained in Annex K. Debris removal will be coordinated in the county by the Cass County Roads Department, and in the cities and villages by the Streets/Public Works Departments. Snow emergencies will be declared by the chief executive and enforced by the Cass County Sheriff and local law enforcement. Snow removal will be in accordance with existing procedures of the Cass County Highway Department and city/village Public Works Departments.
2. Habitability Inspections (Annex K): subsequent to tornado strikes, high winds, floods or any other disaster effect which could cause structural damage, the appropriate local government will ensure that all affected structures, public and private, are inspected for safety. County and City inspectors will perform these inspections. Assistance may be requested from the State Fire Marshal's office or the Disaster Assistance Task Force of Nebraska (DATNE) team(s).
3. Repair and Restoration of Essential Utilities (Annex K): the recovery of utilities to normal service will be coordinated in the county by the Cass County Roads Superintendent, and the cities and villages in cooperation with the various public and private utility companies.
4. Repair and Restoration of Public Facilities (Annex K): repair and reconstruction of public facilities, including bridges and culverts, will be the responsibility of local government and will generally be funded from locally available contingency funds. If a state disaster is proclaimed by the Governor, some costs will be reimbursable under the Governor's Emergency Fund on a matching basis. If a Presidential Disaster Declaration is obtained, matching federal assistance will be available. Because of this, all public recovery actions will be in compliance with pertinent state and federal laws and regulations.
5. Decontamination of HazMat Spill Site (Annex F): it is the spiller's legal and financial responsibility to clean up and minimize the risk to the health of the general public and workers involved. The Department of Environmental Quality is responsible for making decisions regarding Hazardous Waste

disposal. Federal law regulates on-site disposal, transportation, and off-site disposal.

6. Assistance to Individuals and Businesses (Annex G): while their recovery from unexpected disaster is primarily the responsibility of the affected citizens and businesses, every effort will be made to assist them, particularly those whose needs cannot be met through insurance or their own resources. Relief efforts will be coordinated by the American Red Cross and the State Department of Health and Human Services. Emphasis will be placed on assisting and supporting the aged, handicapped and infirm.

L. Mitigation

1. The County Board and the various City Councils and Village Boards should be aware of their responsibilities for maintaining an on-going program to eliminate hazards or minimize their effects. Cass County and its communities in flood hazard areas have complied with all requirements and are participants in the Regular Federal Flood Plain Management Program. All jurisdictions qualify for Federal Flood Insurance and other forms of flood related disaster assistance. The remaining jurisdictions in Cass County are not considered to be in a flood hazard area.
2. To ensure continuity of mitigation efforts, Cass County executives will hold post-disaster discussions to determine what mitigation actions would be appropriate.

VII. ADMINISTRATION AND LOGISTICS

A. Procedures

Some administrative procedures may be suspended, relaxed, or made optional under threat of disaster. Such action should be carefully considered, and the consequences should be projected realistically. Procedures to achieve this goal will be detailed in this Plan, and any necessary departures from business-as-usual methods will be noted.

B. Documentation

All disaster related expenditures will be documented using generally accepted accounting procedures. The documentation will be used following a Governor's Proclamation or Presidential Disaster Declaration to qualify for reimbursement of eligible expenditures and to ensure compliance with applicable regulations.

C. Resources

Following initial lifesaving activities, the Chair of the County Board of Commissioners and the chief executives of the cities and villages will ensure that all necessary supplies and resources are procured for the various operating departments. After a Disaster Declaration has been issued, the Chief Executive may, without prior approval of the governing body, rent, lease, procure or contract for such resources or services as are essential for maintaining the safety and well being of the population and effecting immediate restoration of vital services. Refer to Annex L for resource management procedures.

VIII. TRAINING AND EXERCISING

A. Training

Specialized training requirements are defined in the functional Annexes. Each department, agency or organization with responsibilities under this Plan is also responsible for ensuring that its personnel are adequately trained and capable of carrying out their required tasks. The Cass County Emergency Management Director will assess training needs, ensure that formal emergency management training programs are made available to city and county executives and personnel, and, in general, coordinate the overall training program.

B. Exercises

The conduct of exercises and drills of elements of this Plan on an ongoing basis are essential to the maintenance of an emergency response capability and for ensuring the adequacy of this Plan. The Cass County Emergency Management Director will be responsible for training an exercise design team which will coordinate the overall exercise program. An exercise of the direction and control aspects of this Plan should be conducted on an annual basis. All exercises and drills will be critiqued and any follow-up activities conducted on a timely basis.

IX. PLAN DEVELOPMENT AND MAINTENANCE

A. Responsibility

This Plan is the principal source of documentation of Cass County's emergency management activities. Almost every agency of government has responsibility for developing and maintaining some part of this Plan. Overall, coordination of this process will be carried out by the Cass County Emergency Management Director. The planning process never ends and as situations change, new hazards are identified, or capabilities improve, the Plan should also change. Major changes involving emergency management policy will be approved by the chief executives. Routine changes such as corrections, updated staffing rosters,

map annotations, reporting requirements, etc. may be approved by the Cass County Emergency Management Director.

B. Procedures

Each agency, department or organization with responsibilities under this Plan will develop and maintain written procedures for carrying out their assigned tasks. Those operating procedures will be considered to be supplements to this Plan.

C. Review

This Plan and all Annexes and procedures will be updated as the need for a change becomes apparent. Additionally, all portions of the Plan, including operating procedures will be thoroughly reviewed annually and appropriate changes made. The Cass County Emergency Management Director will ensure that this review process is carried out on a timely basis.

D. Recertification

Provisions will be made for periodic recertification of this Plan by the governing bodies of Cass County. This would normally occur after any significant change in elected officials. The Emergency Management Director will ensure that this is accomplished.

E. Distribution

The Cass County Emergency Management Director will ensure that this Plan and all formal changes are distributed on the local level in accordance with the Plan Distribution List. The Nebraska Emergency Management Agency will be responsible for distribution to other counties, organizations, state agencies, and the federal government. Plans and changes will be distributed by control copy number and a distribution log maintained by the Cass County Emergency Management Agency and by the Nebraska Emergency Management Agency to ensure that all individuals, agencies, and organizations have received current copies of the Plan.

X. REFERENCES

- A. Nebraska State Emergency Operations Plan (SEOP), dated March 2000, as revised
- B. Nebraska State Emergency Alert System Operational Plan, February 2001, as revised
- C. 2000 North American Emergency Response Guidebook

- D. Hazardous Materials Emergency Planning Guide, NRT-1, March 1987
- E. Nebraska Radiological Emergencies Response Handbook, April, 1989
- F. Emergency Preparedness Plan for Beaver Lake Dam, dated April 1989
- G. Emergency Action Plan for Multi-Purpose Structure 1989-1 (U.S. West Dam & Reservoir, dated December 1990
- H. Emergency Action Plan for Mill Creek #7 Road Structure, dated October 1993

EXECUTIVE GROUP

FUNCTIONAL RESPONSIBILITY CHART

P = Primary
S = Supporting

CASS COUNTY LEOP

FUNCTION (ANNEX)	Continuity Of Government	Direction And Control	Communications And Warning	Assessment Damage	Emergency Information	Evacuation Public	Fire Services	Health And Medical	Enforcement Law	Mass Care	Protective Shelter	Public Works	Resource Management	Maintenance	Plan
POSITION/ORGANIZATION	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)			
Chairperson County Board of Commissioners	S	P			S										
Mayors of Cities	P	P			S										
Village Board Chairman	P	P			S										
County Commissioners	S	S													
City Council Members	S	S													
Village Board Members	S	S													
BE ADVISED THAT IF POSITIONS HAVE NOT BEEN APPOINTED ON															
THE EOC STAFF, THE CHIEF ELECTED OFFICIAL WILL AS-															
SUME RERSPONSIBILITY FOR THAT POSITION															

BASIC
ATTACHMENT 1

EMERGENCY MANAGEMENT ORGANIZATION

FUNCTIONAL RESPONSIBILITY CHART

P = Primary
S = Supporting

CASS COUNTY LEOP

FUNCTION (ANNEX)	Continuity Of Government	Direction And Control	Communications And Warning	Damage Assessment	Emergency Public Information	Evacuation	Fire Services	Health And Medical	Enforcement Law	Mass Care	Protective Shelter	Public Works	Resource Management	Maintenance	Plan	
POSITION/ORGANIZATION	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)				
Cass County Emergency Management Director	S	S	S	S	S	P	S	S	S	S	S	S	S	P	S	
Community Emergency Management Deputy Directors	S	S	S	S	S	P	S	S	S	S	S	S	S	S	S	
Public Information Officer		S			P										S	
Communications & Warning Officer		S	P	S	S										S	
Radiological Officer		S		S			S	S			S				S	
Medical Coordinator								P		S	S				S	
Public Health Coordinator				S				P		S	S				S	
Damage Assessment Coordinator				P												

COUNTY OFFICIALS

FUNCTIONAL RESPONSIBILITY CHART

P = Primary
S = Supporting

CASS COUNTY LEOP

FUNCTION (ANNEX)	Continuity Of Government	Direction And Control	Communications And Warning	Assessment Damage	Emergency Public Information	Evacuation	Fire Services	Health And Medical	Enforcement Law	Mass Care	Protective Shelter	Public Works	Resource Management	Maintenance	Plan
			(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	
POSITION/ORGANIZATION															
Cass County Sheriff			S	S		S			P					S	
County Attorney - Coroner	S	S						S							
County Assessor	S			S										S	
County Clerk	P													S	
County Treasurer	S														
Superintendent of Schools										S	S				
County Highway Superintendent			S			S			S		S	P	S	S	
Extension Agent				S				S					S		
County Emergency Board (CEB)				P			S			S	S		S		
Building Inspector				S							S				
County Engineer				S							S				

BASIC
ATTACHMENT 1

CITY OFFICIALS

FUNCTIONAL RESPONSIBILITY CHART

P = Primary
S = Supporting

CASS COUNTY LEOP

FUNCTION (ANNEX)	Continuity Of Government	Direction And Control	Communications And Warning	Damage Assessment	Emergency Public Information	Evacuation	Fire Services	Health And Medical	Enforcement	Law	Mass Care	Protective Shelter	Public Works	Resource Management	Maintenance	Plan
POSITION/ORGANIZATION	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)				
Police Chief				S		S			P						S	
Fire Chief			S	S			P	S	S						S	
City Attorney	S	S														
City Clerk	S															
Director of Public Works		S		S		S			S				P	S	S	
Utilities Commissioner		S		S									P	S	S	
Building Inspector				S								S	S			
Electrical Inspector				S									S			
City Engineer				S								S	S			
Parks and Recreation Director				S									S			
Street Commissioner				S									S			
City Physician																
Superintendent of Schools											S	S		S		

BASIC
ATTACHMENT 1

OTHER ORGANIZATIONS

FUNCTIONAL RESPONSIBILITY CHART

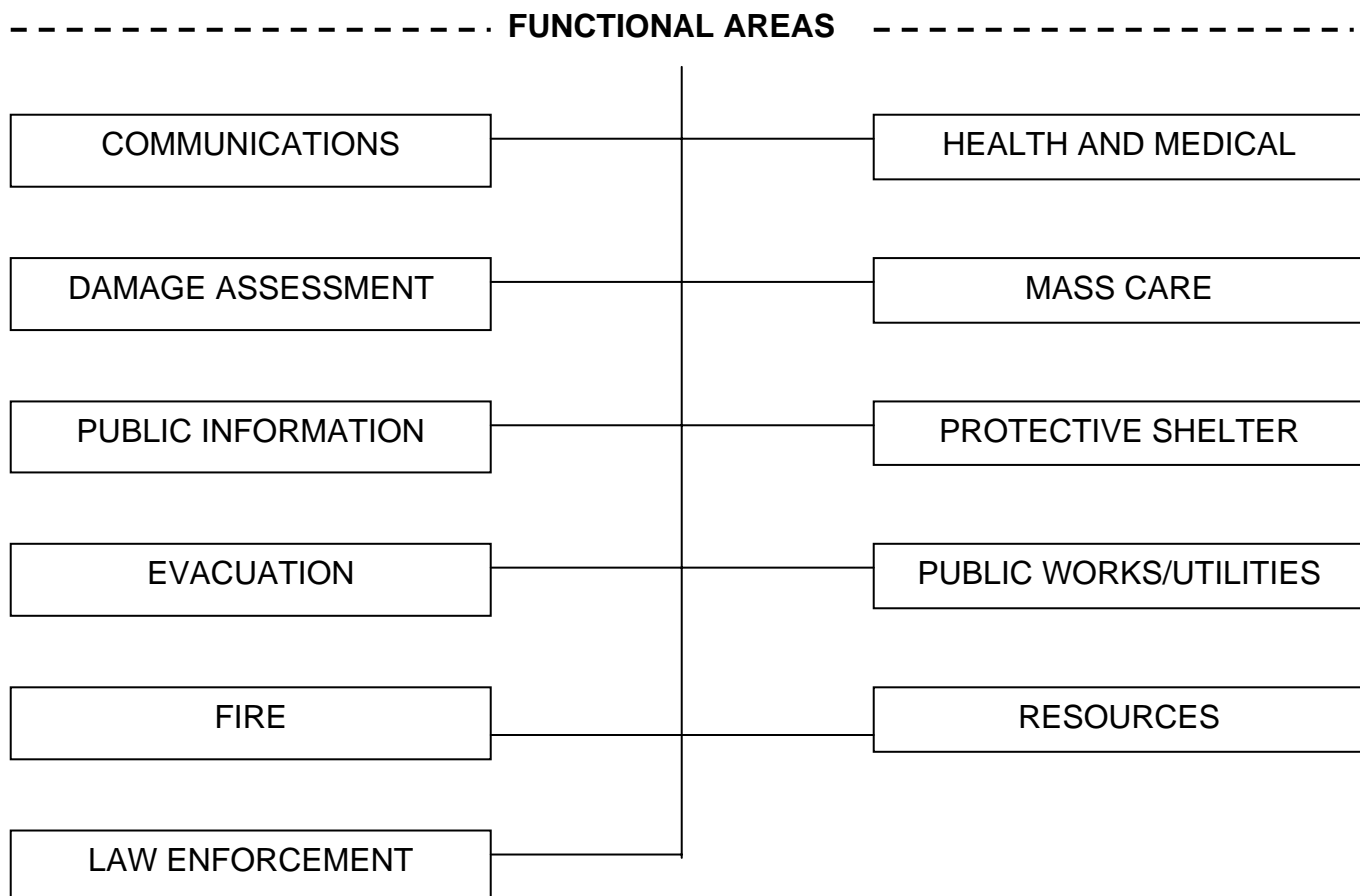
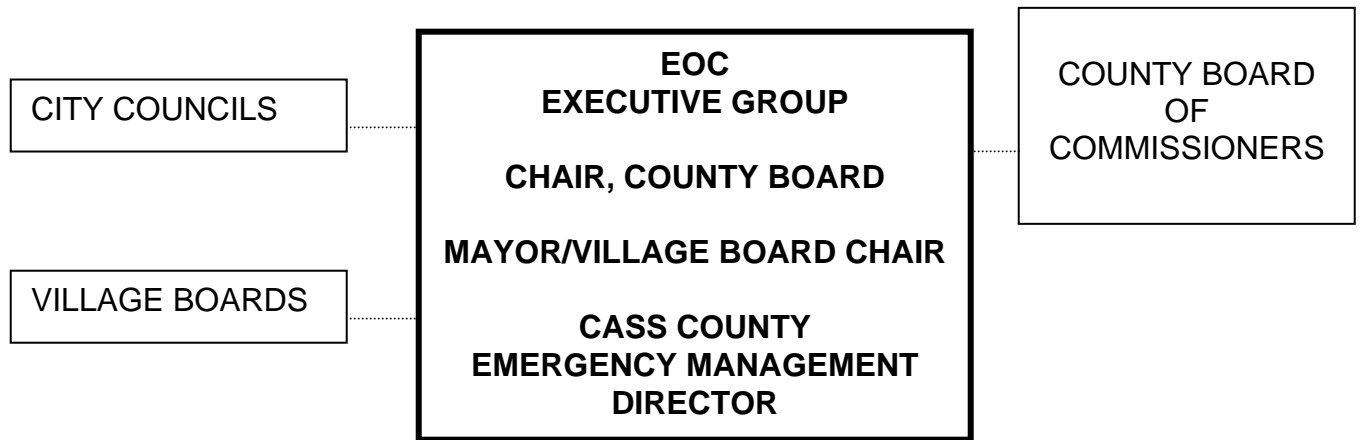
P = Primary
S = Supporting

CASS COUNTY LEOP

FUNCTION (ANNEX)	Continuity Of Government	Direction And Control	Communications And Warning	Damage Assessment	Emergency Information	Evacuation Public	Fire Services	Health And Medical	Enforcement Law	Mass Care	Protective Shelter	Public Works	Resource Management	Maintenance	Plan
POSITION/ORGANIZATION	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)			
Heartland Red Cross Chapter - Omahas				S				S			P				S
State Fire Marshal				S				P				S	S	S	
Nebraska State Patrol							S			P					
Plattsmouth OfficeState Dept of Health and Human Services									P		S				S
Tri County Mutual Aid Association								S							
Amateur Radio Club			S	S							S	S			
Alltel Telephone			S	S									S		
Lancaster County Mutual Aid								S							
Omaha Public Power District				S									S		
Nebraska Public Power District				S									S		
K-N Energy Company, Inc				S									S		
Aquila				S									S		
Eastern NE Agency on Aging											S				

DIRECTION AND CONTROL

ORGANIZATION CHART



DIRECTION AND CONTROL

I. PURPOSE

The purpose of this Annex is to provide procedures for centralized and coordinated management of emergency response activities in order to best protect the residents and property in Cass County.

II. SITUATION

A. The Cass County Emergency Operating Center (EOC) is located in the Cass County Emergency Management Office, 8400 144th Street, Weeping Water, NE.

1. The EOC is considered to be an adequate tornado shelter and has approximately 1,000 square feet of operating space. Maximum staffing for this facility would be 30 persons.
2. Adequate auxiliary power is provided by a 15.0 kW generator fueled by on site LPG.
3. The EOC is equipped with installed radio capability to communicate with law enforcement, fire/EMS departments, and amateur radio. The NAWAS (National Warning System) drop is maintained at the Plattsmouth Combined Communications Center and communications with the EOC are maintained by both phone and radio. Three telephone lines are operational with additional standby capability.
4. The EOC is maintained in a fully operational mode. Access to the EOC can be controlled.
5. Alternate Emergency Operating Center: in the event the primary EOC is damaged or otherwise unavailable, a pre-designated room in Cass County Law Enforcement Center will be used as the alternate EOC. In the event both the EOC and alternate cannot be used, a law enforcement or fire department vehicle will serve as a field communications command post and will function as the alternate EOC until a facility has been readied for this function. The location selected will be determined at the time, dependent on the situation.

B. Emergency Operating Centers for other jurisdictions are:

1. Alvo – Fire Station, 221 Main Street
2. Avoca – Fire Station, 211 Polar Street

3. Cedar Creek – Fire Station, 200 East B Street
 4. Eagle – Fire Station, 707 S. 1st Street
 5. Elmwood – Fire Station, 601 S. 4th Street
 6. Greenwood - Fire Station, 231 Broad Street
 7. Louisville – Fire Station, 122 Main Street
 8. Murdock – Fire Station, 321 Nebraska Street
 9. Murray – Fire Station, 508 Hwy 1
 10. Nehawka – Fire Station, 111 South Main
 11. Plattsmouth – Fire Station, 127 N. 5th Street
 12. Union – Fire Station, 500 E. Main Street
 13. Weeping Water – 313 W. Eldora Ave.
 14. Beaver Lake – Club House
- C. The above listed EOC's would be supported by the Plattsmouth Mobile Command Post, as necessary.
- D. First Responders will use an Incident Command System. One of the first responding disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change. When the EOC is activated, field operations and the EOC must coordinate disaster operations for effective response and recovery.

III. ASSUMPTIONS AND PLANNING FACTORS

- A. The Emergency Operations Centers would be available and prepared for emergency operations in a minimal amount of time.
- B. Local Chief Executives will normally function from their EOC or be on call during EOC operations.
- C. Nuclear crisis procedures for Direction and Control are discussed in Appendix 1 to Annex L.

IV. ORGANIZATION/RESPONSIBILITIES

- A. The Direction and Control function is carried out by the Emergency Operating Center Staff which is comprised of the Chief Executives of government and key officials, as required.
- B. The Chief Executives of government are responsible for their respective village, city, or county emergency operations including coordination of mutual aid and assuring effective use of resources. The Chairman of the Cass County Board of Commissioners is responsible for all county emergency operations outside of corporate city or village limits. The Executive Group is comprised of these Chief Executives within Cass County. They are:
 - 1. County - Chairperson, Board of Commissioners
 - 2. Cities - Mayors,
 - 3. Villages - Chairperson of Village Boards.
- C. Staff, as designated in each functional Annex, is appointed or approved by the Chief Executives and becomes responsible for carrying out emergency operations and advising the Executive Group on matters pertaining to their areas of responsibilities. See Attachments 1 and 2.
- D. EOC supporting staff are those offices, both governmental and private, which do not have a primary operational responsibility but which do possess the knowledge and professional expertise to be able to assess a situation and provide advice and/or make recommendations to the Executive Group. The involvement of an office (or offices) will be dependent upon a number of variables, such as:
 - 1. Geographical location of disaster,
 - 2. Magnitude of disaster,
 - 3. Type of advice/recommendation needed upon which to base executive decisions,
 - 4. Capability of affected community to provide "expert" assessments and evaluations.
- E. The Emergency Management Director's Direction and Control responsibilities may include, but are not limited to:

1. Serve as disaster operations advisor to the Executive Group,
2. Act as liaison to neighboring and higher levels of government, as required,
3. Develop EOC operating procedures,
4. Assist in staffing the EOC by organizing, recruiting, and training an Emergency Management EOC Staff which would support all jurisdictions in areas not normally a function of day-to-day government,
5. Manage the operations of the EOC,
6. Coordinate implementation of mitigation efforts.

F. Lines of Succession

1. County Board of Commissioners
 - a. Chairperson,
 - b. Vice Chairperson,
 - c. Most senior member through members of the Board in order of their seniority on the Board.
2. City Government
 - a. Mayor,
 - b. President of City Council,
 - c. Acting President of the Council, as designated by the City Council (in an emergency session, if necessary).
3. Village Government
 - a. Chairperson of Village Board
 - b. Most senior member through members of the Board in order of seniority on the Board.
4. EOC Staff: as defined in each Annex to this Plan.
5. Cass County Emergency Management
 - a. Cass County Emergency Management Director,

- b. Chief Deputy Emergency Management Director,
- c. Second Deputy Emergency Management Director,
- d. Third Deputy Emergency Management Director.

V. CONCEPT OF OPERATIONS

A. Activation of the Emergency Operating Center (EOC)

1. The Chairman of the County Board and the Cass County Emergency Management Director, Deputy Directors, or other designated representative, in the Director's absence, have the authority to activate the Cass County Emergency Operating Center (EOC). First responders may request that the EOC be activated, as a situation warrants.
2. Immediate requests for assistance from Emergency Management will be channeled through the Sheriff's or Police Department's Radio Dispatcher to the appropriate agency/organization.
3. The decision to activate the Emergency Operating Center will be based upon the severity of the emergency situation. The Emergency Management Director will determine the level of staffing required, based upon the situation, and will alert appropriate personnel, agencies, and organizations.
 - a. Increased operations activity and staffing will not normally be required when the emergency can be effectively handled by on-duty emergency response forces and there is no immediate threat to people or property.
 - b. Activation and staffing should be a major consideration when there is a significant threat to the population which would require increased coordination between response agencies. All emergency support services will maintain a current notification roster to ensure a timely response.
 - c. The Cass County Emergency Management Director, Deputy Directors or Duty Officer may activate the EOC on a limited staffing basis during severe weather watches and warnings.
4. The on-scene commander may establish a field command post. The field command post will maintain close contact and coordination with the EOC.
5. The Emergency Management Director will notify the Nebraska Emergency Management Agency, (1-877-297-2368), upon the occurrence of any

emergency or disaster that includes multi-agency response and is beyond normal day to day response activities. Using Attachment 3 the Emergency Manager should report as much information as is know at the time of reporting. The information in bold letters is of immediate importance. The EM Director will report more information as it becomes available and at least once a day for the remainder of the incident

6. The EOC may operate on a 24-hour basis during the emergency; shifts will be determined in eight or 12-hour increments. A member of the Executive Group will be present or on call during EOC operating hours.

B. EOC Operations

1. During disaster operations, the following may operate from the EOC; other officials may operate from their daily locations as defined in the functional Annexes:
 - a. Executive Group (at the EOC or on call),
 - b. Emergency Management Director and/or deputy director(s),
 - c. Operations Officer/Chief,
 - d. Administration Officer,
 - e. Communications Officer,
 - f. Damage Assessment Coordinator,
 - g. Public Information Officer,
 - h. Medical Coordinator and/or Public Health Coordinator,
 - i.. Mass Care Coordinator,
 - j. Resources Coordinator (may include Volunteer Coordinator),
 - k. Social Services Coordinator,
 - l. Radiological Officer (radiological emergency),
 - m. Exercise/Training Officer,
 - n. Mortuary Services Coordinator,
 - o. LEPC Chair or representative,

- p. Operations Assistants,
 - q. Communications Assistants,
 - r. Damage Assessment Assistants,
 - s. Radiological Assistants,
2. Record keeping procedures in the EOC need to include:
 - a. All radio communications at the EOC logged by the agency/organization receiving/transmitting the message,
 - b. A detailed activity log of EOC operations maintained by the Emergency Management Director using local government administrative support,
 - c. The Emergency Management Director or Communications Officer overseeing all logs and the message/information flow system.
 3. Periodic briefings at the EOC to update all personnel will be held, as the situation dictates.
 4. The EOC contains updated maps of Cass County and its cities and villages as well as status boards required for tracking significant events/actions.
 5. EOC security is provided by Cass County Sheriff's Office.

C. EOC Coordination

1. Specific operations are detailed in the Annexes to this Plan. These disaster operations shall be performed in accordance with federal and state law and Cass County Resolutions which cover mutual aid, emergency expenditures, emergency worker's liability, Worker's Compensation, etc. The Executive Group will make necessary policy decisions in accordance with state and local laws.
2. To provide for the most efficient management of resources, coordination of emergency operations will be through the appropriate Staff.
3. Primary communications will be through normal systems. Additional communications capabilities are outlined in Annex B.
4. Incident Command in the field and officials at the EOC must maintain contact with each other to effectively coordinate disaster operations.

5. Emergency workers without standard identification and volunteers will be issued an identification card by the Emergency Management Director which will allow them access to areas necessary to perform their assigned tasks.
6. The EOC needs to be informed when staging areas are established in the field for the purpose of coordinating the use of outside support for disaster response.

D. Local Emergency Declaration

In situations where response and recovery are within the capabilities of local government, the Chief Executive of the jurisdiction may declare an emergency and issue directives to activate local resources required to respond to the incident. (Example: Declaration of a Snow Emergency could implement a parking ban on designated streets and activate snow removal equipment.)

E. Local Disaster Declaration

1. When it appears that response and recovery efforts will exceed normal local capabilities, a Disaster Declaration may be declared by the Chief Executive. See Attachment 3.
2. Within limitations stated in RRS 81-829.50, any order or declaration declaring, continuing, or terminating a disaster will be given prompt and general publicity through the Public Information Officer. See Annex D.
3. A Disaster Declaration on official letterhead will be filed promptly with the Clerk of the affected jurisdiction and with the Nebraska Emergency Management Agency. The Emergency Management Director will fax (if possible) the local Declaration, then mail the hard copy original to the Nebraska Emergency Management Agency. See Sample Disaster Declaration, Attachment 3 to this Annex.
4. The effect of a local Disaster Declaration will be to:
 - a. Activate response and recovery aspects of all applicable local and/or interjurisdictional Emergency Management plans, and to
 - b. Authorize the furnishing of aid and assistance from these plans.
5. A local Disaster Declaration is not an automatic request for state assistance.

F. Request for Assistance

1. Cass County will first implement mutual aid agreements within the County and with neighboring communities.

2. If mutual aid resources are not sufficient, the Chief Executive may request assistance from the state through Cass County Emergency Management.
 - a. Request for assistance from the state must be preceded by a local Disaster Declaration. See Attachment 3.
 - b. This request for assistance will be made by the County Board through the Cass County Emergency Management Director to the Nebraska Emergency Management Agency. See Attachment 4 for guidelines.
 - c. The Nebraska Emergency Management Agency will review the request, evaluate the overall disaster situation, and recommend action to the Governor.
3. Local response agencies may request technical assistance and resource support directly from state agencies, such as the Nebraska State Patrol, the Department of Roads, the State Fire Marshal, the Department of Environmental Quality, and the Nebraska Health and Human Services System. The Cass County Emergency Management Director will advise the Nebraska Emergency Management Agency of these requests.

VI. ADMINISTRATIVE AND LOGISTICS

A. Fiscal

1. Cass County and its affected jurisdictions shall fund disaster related costs from local contingency funds to the fullest extent possible.
2. All disaster related expenditures must be documented using generally accepted accounting procedures. The State and Federal governments will conduct audits prior to providing reimbursements for eligible expenditures.

B. Call-Down Rosters And Review Of Annex A

1. The Cass County Emergency Management Director will ensure that call-down rosters for EOC Staff and County/City/Village Officials (Attachments 1 and 2) are current.
2. The Emergency Management Director will ensure that an annual review of this Annex is accomplished.

C. Exercises

An exercise of Direction and Control aspects of this Plan involving both the Executive Group and EOC Staff should be held at least annually.

D. Training

All personnel with responsibilities in this Plan should make every effort to attend training programs designed for city/village and county officials offered by the Nebraska Emergency Management Agency and/or the Federal Emergency Management Agency.

LIST OF ATTACHMENTS

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THIS ATTACHMENT IS ON FILE WITH
LOCAL EMERGENCY MANAGEMENT
AND THE
NEBRASKA EMERGENCY MANAGEMENT AGENCY

INCIDENT STATUS REPORT

Incident: _____ Incident Date: _____ Report date/time _____

Jurisdiction: _____ Caller Name: _____

Call back number: _____ Incident Commander: _____

Instructions: As soon as possible fill in as much information as you currently know. The information in **bold** is of immediate importance. Other information can be gathered as it becomes available. Please fill all of the information areas, put **unknown** in areas where you have no information and **none** where there is no damage or impact. Please fax or call the information into the State EOC as soon as *any* information is known, then fax or call in updates as new information becomes available or as it is requested by NEMA. Thank you. Fax 402 471-7433 or Call 877 297-2368

1. GENERAL INFORMATION:

1.1 General Location of Affected Area:

1.2 EOC Activated? Y N**1.3 Disaster Declaration?** Y N

2. LOCAL ACTIONS:

2.1 Evacuation Ordered? Y N Size of Area: _____

2.2 Resources Deployed:

2.2.1 Law Enforcement: Y N 2.2.2 Fire: Y N 2.2.3 Rescue: Y N 2.2.4 Public Works: Y N

2.2.5 Mutual Aid Departments on scene: _____

2.2.6 Private Utilities: _____

3. DISASTER IMPACTS:

3.1 Number of: Fatalities _____ **Injuries** _____ **Missing Persons** _____**3.2 Estimated number of families/individuals displaced: Actual** _____ **Anticipated** _____**3.3 Number of Shelters Open:** _____**3.4 Number of People Sheltered:** _____**3.5 Anticipated Total Number of Persons:** _____**3.6 Special Needs Citizens Identified and Cared For:** Y N**3.7 Comfort locations for Emergency Workers established?** Y N**3.8 Number of structures damaged:**

3.8.1 Homes: Minor _____ Major _____ Destroyed _____ % Insured _____

3.8.2 Public Buildings: Minor _____ Major _____ Destroyed _____ % Insured _____

3.8.3 Business/Industry: Minor _____ Major _____ Destroyed _____ % Insured _____

Minor - Building is damaged and may be used under limited conditions with minor repairs.Major - Building is damaged to the extent that it is no longer usable and may be returned to service only with extensive repairs.Destroyed - Building is a total loss or damaged to the extent that it is no longer usable and is not economically feasible to repair

3.9 Immediate Needs: (health & safety for individuals & property):**4. STATUS OF SERVICES:****4.1 Status of Electric Utility Service:****4.2 Status of Telephone Service:****4.3 Status of Schools:****4.4 Status of Government Offices:****4.5 Impacted Critical Facilities****4.5.1 Hospitals:** _____**4.5.2 Water Treatment Plants:** _____**4.5.3 WasteWater Plants:** _____**4.5.6 Lift Stations:** _____**4.5.7 Natural Gas:** _____**4.5.8 Correctional:** _____**4.5.9 Other:** _____**5. TRANSPORTATION:****5.1 Streets:** **Extent of Damage**

_____	_____
_____	_____
_____	_____

5.2 Roads:

_____	_____
_____	_____
_____	_____

5.3 Bridges:

_____	_____
_____	_____
_____	_____

5.4 Airport:

_____	_____
_____	_____
_____	_____

6. ANTICIPATED FUTURE NEEDS: (Including personnel, equipment, mass care etc)

_____	_____
_____	_____
_____	_____

SAMPLE LOCAL DISASTER DECLARATION

A Disaster Declaration must be issued prior to requesting state or federal assistance.

**A Disaster Declaration for a city or village should be transmitted
through the County Emergency Management Director.**

The County Board should also declare a disaster using this same form.

**The following is a sample of the language that should be retyped onto the jurisdiction's
official letterhead before submitting it to the State EOC.**

Cass County (or affected city/village) has suffered from a _____ (i.e., disastrous tornado strike) that occurred on _____ (include date(s) and time) causing severe damage to public and private property, disruption of utility service, and endangerment of health and safety of the citizens of Cass County (or city/village) within the disaster area

Therefore, the Chair of the Cass County Board of *Commissioners* (or the Mayor/Board Chair of _____) has declared a state of emergency authorized under Nebraska State Statute R.R.S. 81-829.50 on behalf of Cass County (or city/village), and will execute for and on behalf of Cass County (or city/village), the expenditure of emergency funds from all available sources, the invoking of mutual aid agreements, and the applying to the State of Nebraska for assistance from the Governor's Emergency Fund and any other resources he/she deems necessary in the fulfillment of his/her duties.

Chair, Cass County this _____ day of _____, 20____.
Board of *Commissioners*
(or Mayor/Board Chair of affected jurisdiction
or by appointed authorized representative)

County (or City/Village) Clerk

Date

EMERGENCY/DISASTER CHECKLIST FOR OBTAINING STATE/FEDERAL ASSISTANCE

1. Is the emergency/disaster response and/or recovery requirement beyond your jurisdiction's capabilities? YES NO

2. Have you requested mutual aid? YES NO

 If NO, mutual aid resources are listed in the Annexes appropriate to the functional area. (Example: For fire, refer to Fire Services - Annex F; medical - Annex G; law enforcement - Annex H)

3. Have you made an initial assessment of damages and resource requirements? YES NO

 If NO, Damage Assessment instructions are in Annex C.

4. Has a Local Disaster Declaration been made by the Chief Executive? YES NO

 If NO, see Sample Local Disaster Declaration on preceding page.

5. Do you need assistance in obtaining some resources? YES NO

6. Do you anticipate needing financial assistance from the State or Federal Government? YES NO

7. Are you maintaining financial records on the expenditures of local resources during the disaster? (See Annex L.) (Financial expenditures must be documented under Governor's Emergency Fund Procedures or to prove local share under a Presidential Disaster Declaration.) YES NO

8. Have you determined what assistance you need and how that assistance will be utilized? YES NO

 If NO, go to #9.

EMERGENCY/DISASTER CHECKLIST
FOR OBTAINING STATE/FEDERAL ASSISTANCE
(continued)

- | | | |
|-----|---|--------|
| 9. | Do you need State or Federal assistance
to complete the damage assessment process? | YES NO |
| 10. | Have you notified the Nebraska Emergency Management Agency? | YES NO |

If NO, notify as follows:

Call 1-877-297-2368 (toll free)

- or -

Plattsmouth Sheriff's Office NAWAS Warning Point

**VILLAGE
OF
ALVO**

**OPERATIONS
PLAN**

**FOR
DISASTER
RESPONSE
AND
RECOVERY**

2003

VILLAGE OF ALVO EMERGENCY PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE VILLAGE OF ALVO

I. PURPOSE

- A. The Emergency Preparedness Mission for the Village of Alvo is to ensure the coordination of village resources to effectively respond to and recover from a natural or manmade disaster so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- B. This Plan identifies the primary disaster responsibilities of Alvo village officials and employees. This plan is intended to "supplement" the Cass County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

II. PLANNING FACTORS FOR THIS PLAN

A. All-Hazards Approach

This plan uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Alvo is susceptible to a number of hazards. Officials from the Village have identified 12 possibilities:

- Flash Flood
- HazMat (Transportation)
- Ice Storm
- Major Fire - Grassland
- Major Hail Storm
- Major Highway Accident
- Major Water Contamination
- Major Wind Storm
- Major Winter Storm
- Major/Prolonged Power Failure
- Propane Explosion
- Tornado
- Water Failure/Storage

B. Primary Responsibility For Disaster Response and Recovery

- 1. The primary responsibility for the welfare of Alvo residents during a disaster rests with the Alvo Board Chair and the 4 Board Members. The Chair will be responsible for the coordination of disaster operations as well as executive

decisions necessary to provide an effective response/recovery to the disaster.

2. In the absence of the Alvo Board Chair, the "established" line of succession will be:
 - a. Adam Johnson
 - b. Gary Marcoe
 - c. Dave Morgan
 - d. Rick Kotecky
 - e. Kathy Yohe
 - f. Doris Boettner
 - g. Jason Hennesy
 - h. Ivan Boettner

III. BASIC DISASTER OPERATIONS

A. Operations - Warning Phase

1. At the alert of a disaster situation, the Cass County 911 Communications Center will begin notification of those on their "emergency notification list".
2. The public may be warned by sirens; sirens may be sounded by either the:
 - a. Cass County 911 Communications Center in Plattsmouth, or
 - b. Fire Station in Alvo.
3. Emergency information may be broadcast through local radio and television stations.
 - a. Radio stations that are commonly listened to by Alvo residents are listed in Attachment A to this PLAN.
 - b. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Alvo officials in broadcasting or faxing information to the media. A detailed media listing of radio/television stations as well as newspapers is included in Attachment 2 to Annex D in the Cass County LEOP.

B. Operations - Actual Disaster Overview

1. The first priority after a disaster has struck is lifesaving activities and subsequent preservation of property. First Responders will proceed to the scene of the disaster as soon as possible. Initial requests for assistance in Field Operations will be channeled through the Communications Center.

2. After initial response, the Emergency Operating Center (EOC) will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC.
3. Other agencies and groups as Additional Disaster Services may be called upon to provide additional disaster services as the Village begins the process of recovery from the disaster.
4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

C. Operations - Departmental Responsibilities

The Village of Alvo has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass *three* areas:

1. Field Operations

- a. First Responders will provide the initial response to a disaster.
- b. First Responders normally include: a) Law Enforcement - Cass County Sheriff's Department; b) Alvo Fire Department; c) Alvo Rescue Squad; d) Alvo Maintenance Department.
- c. These First Responders will use an Incident Command System. One of the First Responder disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.
- d. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of these Suggested Operating Guidelines.
- e. When the Emergency Operations Center is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials at the EOC.

2. Emergency Operations Center (EOC)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

- a. The Emergency Management Director, the Fire Chief and the Chair or Village Board members, each have the authority to open the EOC for disaster operations. If any one of these is not available, their "line of succession" may assume authority in opening the EOC.
- b. The EOC Staff will work out of the Town Hall in Alvo. This location provides communications capability and space for support equipment for disaster operations; however, there is no auxiliary power. The telephone number is 402-781-9201 with alternate number being 402-781-2110.
 - 1) The alternate location for the EOC will be the Cass County Emergency Management EOC at 8400 144th St., Weeping Water, NE.
 - 2) If necessary, a mobile command vehicle may be used for coordinating disaster operations until an EOC can be readied. The Plattsmouth Fire Department Mobile Command Vehicle can be used and is requested through Cass County 911 Communications Center or Cass County Emergency Management Agency.
- c. Staffing at the EOC will be determined by the severity of the situation. Representatives of different responding agencies may choose to be at the EOC for Briefings only. Staff can include, but is not limited to:
 - 1) Village Board Chair (plus Board Members, as needed)
 - 2) Cass County Emergency Management Director, Emergency Management Liaison or designated representative
 - 3) Public Information Officer
 - 4) Damage Assessment Coordinator
 - 5) Resources/Volunteer Coordination
 - 6) Red Cross Representative
 - 7) Village Clerk, Village Attorney
 - 8) Representative from each of the First Responders
 - 9) Representative from any of the Additional Disaster Services listed in Section VI that are responding to the disaster

3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after mobile command vehicle that could be used include mobile command vehicle that could be used include initial response to the disaster. These services may be requested by the Field Command or the EOC Staff and can include areas such as public health coordination, counseling services, additional resources for heavy equipment. mobile command vehicle that could be used include These Disaster Services are listed in Section VI of this PLAN.

D. Field Operations and the Emergency Operations Center Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the Village of Alvo.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations by use of the following:

- a. Two-way radio
 - b. Cellular phone
 - c. Runners
 - d. 911 Communications Center - Cass County
- 1) The 911 Communications Center in Plattsmouth, NE can assist Alvo in emergency communications through the following functions:
 - a) Warning
 - b) Notifications to include notifying First Responders, the Emergency Management Director, Local Officials
 - c) Coordination of emergency radio traffic

2. EOC Briefings

Response and recovery efforts will be planned at daily EOC Briefings. Each department or agency working the disaster may be required to send a representative to report activities in their area.

E. Operations - Administration

Under the direction of the Alvo Board Chair, the Village Clerk will document all expenses of the disaster operations. All 1) labor, 2) equipment, and 3) material

expenditures for the disaster will be submitted to and documented by the Clerk. This will include:

1. Purchase or rent of needed equipment, materials, supplies for disaster operations,
2. All agreements and contracts on a *temporary* basis being recorded at the Clerk's Office,
3. Contracts for permanent repairs and/or new construction of public facilities following established, routine procedures.

IV. FIELD OPERATIONS

A. Primary Field Operational Control For The Disaster

1. All Village of Alvo personnel will become familiar with an Incident Command System. This Incident Command System will be used to ensure *one point of contact* for field coordination.
2. If the disaster operation dictates, the Incident Commander may select *staging area(s)*. The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

1. In preparing these Suggested Operating Guidelines, Alvo officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each area may not need to be applied to every disaster. However, the list is not all inclusive; at the direction of the Village Board, Village personnel may be requested to perform other disaster duties.
2. The task assignments for Village personnel are written in general terms and purposely do not tell supervisors how to do their jobs. Each department should develop guidelines for their specific operations in a disaster situation.
3. During disaster response and disaster operations, the following services *may* be provided by:

C. Law Enforcement - Cass County Sheriff's Department (LEOP - Annex H)

The Cass County Sheriff's Department may provide the following services, dependent upon the disaster:

1. Warning, by public address system or door-to-door notification

2. Evacuation operations, including coordinating with Emergency Management for support in evacuation procedures. Evacuation can be ordered by:
 - a. Incident Commander (on-scene, including the Fire Chief or Sheriff)
 - b. Village Board
 - c. Emergency Management Director
 3. Traffic and crowd control
 4. Security and access control
 5. Sending a representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems
- D. Alvo Fire Department - Fire Chief (LEOP - Annex F)
1. Among First Responders to disaster scene
 2. Will assume primary operational control of fire suppression and explosions
 3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials; as necessary, call Cass County Mutual Aid and Cass County Emergency Management Agency for assistance.
 4. If properly trained, provide radiological monitoring at radiological accidents, including necessary coordination with NE Health Department (radiological area) and the Nebraska Emergency Management Agency
 5. May implement Incident Command System
 6. May request the EOC be opened for assistance in coordinating disaster response
 7. Coordinate with Law Enforcement in search and rescue operations
 8. Assist Law Enforcement in evacuation efforts
 9. Assist Law Enforcement in warning by public address system or door-to-door
 10. Assist Law Enforcement in crowd control/security of the disaster area
 11. Assess need for other Village resources to respond and contact Incident Command; report this to the EOC

12. Implement mutual aid agreements with other jurisdictions, as needed
13. Coordinate staging area with the EOC
14. Provide back-up equipment for water pumping
15. Assist in safety inspections to assure the integrity of a structure before permitting re-occupancy
16. Send representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems
17. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC
18. Continue fire suppression operations for the remainder of the Village
19. Establish and maintain lines of succession

E. Emergency Medical Services - Chief Medical Officer (LEOP - Annex G)

Alvo has Emergency Medical Services (EMS) that will provide basic life support; Out of County Mutual Aid resources will provide advanced life support services.

1. May be among First Responders at disaster scene
2. Operate emergency medical units to provide emergency treatment to injured personnel at the scene
3. May implement Incident Command System
4. Conduct triage operations, if needed
5. Transport victims
 - a. Ground transport of injured will usually be to Lincoln or Omaha; check with Law Enforcement/EOC for open routes when responding
 - b. Air ambulance service may be provided by Life Net (Omaha) or Start Care V (Lincoln)
 - c. Dead can be transported to funeral homes in Cass County:
6. Implement mutual aid agreements with other jurisdictions, as necessary
7. Is focal point for damage assessment pertaining to injured and dead

8. Send representative to Briefings at the EOC; inform the EOC/Board Chair of any problems
9. Continue emergency medical services for the remainder of the Village
10. Establish/maintain lines of succession

F. Village Maintenance Department (LEOP - Annex K)

1. The Village Maintenance Department includes these functions:
 - a. Streets
 - b. Water/Waste Water
 - c. Parks and Recreation
2. The request to respond to a disaster may initially be recognized as a problem locally or a call may come from dispatch at the Cass County 911 Communications Center
3. The Incident Commander may designate a staging area for First Responders that may include the Village Maintenance Department function and any mutual aid that has been requested. If a staging area is established, it will be coordinated with the EOC.
4. Areas or key facilities that are *either* essential for disaster operations *or* have “vulnerable populations” that would require first considerations for restoration of services are:
 - a. fire station
 - b. wells/pumps
 - c. village offices
 - d. electricity
 - e. water - tower
 - f. wastewater
5. Village Maintenance may be requested to attend EOC Briefings; inform the EOC/Board Chair of any problems
6. If not being utilized in disaster operations, Village Maintenance may be required to assist other First Responders

7. Streets - Disaster Responsibilities

- a. First priority after a disaster is to clear debris from routes needed for First Responders
- b. Close streets, if requested by Law Enforcement, to include transporting/erecting barricades, signs, and flags at control points established by Law Enforcement
- c. Post traffic directional signs, if needed, particularly for evacuation
- d. The Village Maintenance Department, after initial disaster response, may need to coordinate with the EOC and/or Village Board on priority work assignments for streets
- e. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings
- f. Clear debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants
- g. Perform priority repairs to streets
- h. Address drainage concerns
- i. Provide emergency repair and maintenance of vehicles and equipment during disaster operations
- j. If the disaster is extreme rainfall and flooding, notification of possible problems may come from the National Weather Service/911 Communications Center in Plattsmouth or from the Cass County Emergency Management Director in Weeping Water monitoring threatening conditions. Village Maintenance and the Emergency Management Director will coordinate any needed sandbagging efforts

8. Water/Waste Water - Disaster Responsibilities

Water

- a. Can assess each house individually
- b. Maintain water pressure and uncontaminated water supply
- c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire

- d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill
- e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made
- f. Coordinate water testing with the State Health and Human Services System
- g. Provide potable emergency water supply
 - 1) Assistance is available, upon request, from Cass County Emergency Management, the Nebraska State Health Department.
 - 2) Operations can include:
 - a) Locate suitable containers (bulk milk trucks may be available); fill with uncontaminated water
 - b) Distribute to points as coordinated by the EOC
- h. Safety inspect water system

Waste Water

- a. Maintain sanitary sewer operations
 - b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the water system
 - c. Safety inspect waste water system if damaged from the disaster
 - d. Contract for porta-johns and for their maintenance; assistance is available, upon request, from Cass County Emergency Management Agency.
9. Although not considered as first response, the following responsibilities have been included in the Village Maintenance function:
- a. Parks and Recreation
 - 1) Survey damage to parks
 - 2) Determine priority of clean-up and repair with the Village Board at EOC Briefings

b. Debris Removal

- 1) The Village Maintenance Department will primarily be responsible for ensuring timely removal of disaster debris
- 2) Debris removal operations will be coordinated between Village Maintenance and the EOC/Emergency Management Director. On a daily basis, the Village of Alvo contracts with local refuse haulers.
- 3) Disaster responsibilities in debris removal include, but are not limited to:
 - a) In coordination with the Emergency Operations Center, establish temporary site for collection of debris
 - b) Will coordinate with the EOC in determining and establishing a tree burning area, if needed
 - c) Maintain "salvage depot" for unclaimed damaged property which is removed from public or private property
 - d) Determine if debris will be removed by Village employees for residential areas per Village policy
 - e) If it appears that the disaster may qualify for state or federal assistance, ensure that debris piles are photographed for documentation before disposal
 - f) Contact the railroad to move debris, if applicable

G. Other Utilities

1. Electricity

- a. Omaha Public Power District provides electricity to Alvo. The Cass Emergency Management Liaison will automatically report any outages in the Village; telephone numbers to report outages are in Attachment A
- b. Determine extent of power failure throughout the Village
- c. Determine (situation dependent) the priority for restoring electricity to areas or key facilities; see list in F4 at the beginning of this section under Village Maintenance Department
- d. The Emergency Management Director may be requested to coordinate shelter to those residents in areas without electricity

- e. Provide emergency lighting where needed for disaster operations
- f. Coordinate use of emergency power generators with Emergency Management Director/EOC
- g. Omaha Public Power District will safety inspect electric systems on public and/or private buildings damaged from the disaster
- h. If necessary, may request a representative from OPPD at EOC Briefings

2. Telephone Service

- a. Alltel provides phone service to Alvo; disruption in service may be reported to the telephone numbers listed in Attachment A
- b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department

V. EMERGENCY OPERATIONS CENTER (EOC)

Responsibilities List For The Emergency Operations Center

A. Alvo Board Chair and Board Members (LEOP - Annex A)

Responsibilities of the Chair and the Board Members during disaster operations may include, but are not limited to:

- 1. Make executive decisions; establish policy needed to effectively respond to the disaster
- 2. Exercise emergency powers; provide policy decisions
- 3. Sign Disaster Declaration
- 4. Exercise final authority on subjects such as:
 - Curfews
 - Price restrictions
 - Standards for contractors, craftsmen
 - Temporary waivers for land use
 - Other related legal responsibilities

- Evacuation decision

5. Approve emergency legislation for the Village
6. Chair or Board Member (as well as Fire Chief, Emergency Management Director) may activate the EOC

B. Board Chair of Alvo

The Alvo Board Chair will coordinate with the Emergency Management Director in providing the direction and control function for disaster operations. In the absence of the Chair, an appointed Board Member will perform the Chair's disaster operations duties.

The responsibilities of the Alvo Board Chair may include, but are not limited to:

1. Coordinate with the Village Board Members and the Emergency Management Director during disaster operations
2. The Board Chair may be alerted of a disaster situation by either the local Emergency Management Director or the 911 Communications Center
3. May activate the EOC
4. Report to the EOC to monitor the disaster incident through situation reports and data coming into the EOC. Visit the various areas of the disaster, as necessary
5. In conjunction with the Emergency Management Director, determine EOC staffing
6. Emergency Public Information (LEOP - Annex D)
 - a. The Board Chair *will ensure* that the public is given timely and accurate information through a designated Public Information Officer (PIO). The function of the PIO can be accomplished by either the:
 - 1) Village Board Chair
 - 2) Village Board Member
 - 3) Fire Chief/Rescue Captain
 - 4) Village Maintenance/Water Superintendent

- b. When requested, Cass County Emergency Management Agency can assist in emergency public information activities
- c. Emergency public information responsibilities include:
 - 1) An "Information Center" to release emergency directions and information to the news media. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Alvo officials. Radio stations and the local newspaper are listed in Annex D, Attachment 2 to this PLAN; a complete listing of radio, television, and newspapers that can be used by PIOs is contained in Annex D, Attachment 2 in the Cass County LEOP
 - 2) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as needed, at the Emergency Operating Center or at a location as dictated by the disaster
- d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information
- e. Serve as the source through which the media will gain access to public officials, if required
- f. Provide current and accurate information to the general public making inquiries
 - 1) Publicize telephone number 402-781-9201 or 402-781-2110, where official disaster information can be obtained by the public; the Village Clerk will coordinate these calls

Pre-disaster: educate/alert public to use 402-781-9201 or 402-781-2110 for non-emergency calls after a disaster event
 - 2) Provide a daily "rumor control" sheet with information pertinent to the disaster for the person taking calls; allow this person to attend EOC Briefings
- 7. Provide over-all coordination of Village resources and purchasing for handling the disaster effort
- 8. In conjunction with needs of Field Operations and Emergency Management:
 - a. Recruit any Village resources not involved in disaster response who could assist in emergency duties

- b. Provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.
 - c. Ensure safety of Village and emergency workers by: 1) establishing shifts; 2) may provide rest/break area for workers; 3) may establish a day care center for children of emergency workers (and/or victims)
- 9. Maintain current inventory and resource list of emergency equipment and supplies
- 10. Coordinate Village resources that may be used in disaster response/recovery
- 11. Coordinate with Village Attorney on any legal emergency matters
- 12. Respond to official inquiries
- 13. In conjunction with Village Maintenance, ensure coordination with representatives from each utility:
 - a. Electricity: Omaha Public Power District
 - b. Telephone: Alltel
 - c. Coordination activity may include:
 - 1) Survey and report general damage to appropriate utility
 - 2) Determine priority of response/restoration, if needed
- 14. If a number of public buildings and/or streets have been affected by the disaster, assist in prioritizing return to service
- 15. Ensure the Cass County Building Inspector, or the emergency inspection team, assisting in Damage Assessment, has designated someone to document damage through photographs should there later be an application for state or federal assistance
- 16. Ensure in conjunction with the Village Maintenance Department that debris removal is conducted; ensure debris piles are photographed or video-taped before disposal if it is likely there will be application for state or federal assistance
- 17. In conjunction with the Clerk, ensure that all expenses for the disaster are documented by the Village Clerk

18. Assist the Emergency Management Director in determining location for distribution of potable water and request Village Maintenance/Health Department provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water
19. Work with the Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation
20. Coordinate with the Cass County Building Inspector or emergency inspection team in recovery and rebuilding efforts
21. Advise disaster victims of temporary emergency housing
22. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money
23. Ensure the Maintenance Department establishes a "salvage depot" for unclaimed items

C. Cass Emergency Management Director

The Cass Emergency Management Director or his designated representative will act as a disaster operations advisor to the Village Chair and Board. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Village Chair and Board. Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for the readiness of the Emergency Operations Center to include adequate communications, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location, as needed
2. May activate the EOC; assume overall coordination of emergency operations of disaster response/recovery
3. In conjunction with the Village Chair, determine who is needed on the EOC Staff
4. Maintain a current call-down list of EOC Staff; call-in may be accomplished locally or by the 911 Communications Center
5. Coordinate additional communications support, if needed, with the Cass County Emergency Management Director

6. In coordination with the Village Board Chair, ensure that timely emergency information is given to the public by the designated Public Information Officer
7. Designate someone to track and record disaster events on a status board or flip chart; plot area of destruction on map
8. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with Village Officials how often Briefings are needed
9. Coordinate with Village resources as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid, and with Cass County government, as the situation dictates.

10. Flooding

- a. If the danger is extreme rainfall and flooding, notification of possible problems may initially come from the 911 Communications Center, the National Weather Service, and/or from personal observation in Alvo; the Cass Emergency Management Director has a pager and radio scanner and will monitor weather conditions
- b. Implement flood watch procedures during periods of heavy rains/flooding as well as report rainfall and/or flood stages to Cass County Emergency Management Director.
- c. During flooding conditions, coordinate with the Maintenance Department in sandbagging operations for public buildings/entities

11. Support evacuation (LEOP - Annex E)

- a. Select shelters
- b. Request designated Public Information Officer to provide emergency information to the public concerning an evacuation
- c. Coordinate transportation that may be required by residents for evacuation; transportation to shelter may be provided by:
 - 1) Eagle/Waverly Schools
 - 2) Volunteers
 - 3) Additional school buses - call Cass County Emergency Management
 - 4) ENOA Handi-Bus Service

- 5) Mutual aid resources
 - 6) The telephone number that the public can call for transportation assistance is the Village Clerk's Office, 781-9201
 - d. Advise in selection of assembly points for transportation
12. Coordinate shelter operations (LEOP - Annex I)
- a. American Red Cross
 - 1) The Village of Alvo will request services of the Red Cross either through the Cass County Emergency Management Director *or* directly from the Heartland Chapter of the American Red Cross in Omaha (402-343-7700, 24-hour number). The ARC will open shelter(s) and provide traditional emergency needs of evacuees:
 - * shelter - cots, blankets * first aid
 - * food (from local stores) * damage assessment
 - * emergency family services
 - clothing
 - financial assistance
 - counseling
 - 2) No pets (except service animals, ie. seeing-eye dogs) will be allowed in shelters
 - 3) Red Cross will send a representative to EOC Briefings. May provide counseling services at shelters, if needed
13. Recommend that the Village Chair/Board declare an emergency; prepare the Disaster Declaration for signature of Alvo Village Board Chair and witness of the Village Clerk; see Attachment 3 in Annex A of the LEOP
14. Coordinate with Village Attorney on any legal emergency matters
15. Coordinate with such organizations as the Red Cross, Social Services, the Eastern Nebraska Office on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery
16. May assist Field Operations in identifying staging areas

- 17. Disseminate "identification cards"; assistance may be requested from Cass County Emergency Management; ID cards should be made available for:
 - a. Emergency workers
 - b. Volunteers
 - c. Disaster area residents
 - d. Appointed/elected officials
 - 18. Organize the volunteer force
 - a. American Red Cross will organize "on-the-spot" volunteers or will, if needed, request volunteer workers through the Public Information Officer
 - b. Guidelines for organizing a volunteer work force are included in Attachment 3 to Annex L in the Cass County LEOP or in Pers. 1-11 in the Cass County Emergency Management Agency SOP Manual.
 - 19. Coordinate with the Board Chair in determining *location* for distribution of potable water; assure the public is notified concerning availability and location of water by the designated Public Information Officer
 - 20. Work with the Village Chair/Board in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation
 - 21. Make formal request to the next higher level of government, Cass County, for assistance if disaster response is beyond the capability of the Village
 - 22. Provide training for personnel who will respond to a disaster
 - 23. Annually review/update these Suggested Operating Guidelines for the Village of Alvo.
- D. Village Attorney
- 1. Provide emergency legal counsel to Village officials on subjects such as:
 - Curfews
 - Price restrictions
 - Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices

Temporary waivers for land use

Other related legal duties

2. Draft emergency legislation for the Village
3. Provide assistance in negotiating contracts for emergency services

E. Damage Assessment (LEOP - Annex C)

The Alvo Village Board Chair may either coordinate damage assessment efforts or request assistance from the Cass County Building Inspector through the Cass County Emergency Management Director. Responsibilities in conducting damage assessment may include, but are not limited to:

1. Coordinate damage assessment, using the forms in Attachments 1-4 from Annex C in the Cass County LEOP; damage assessment will be conducted for:
 - a. Public entities
 - b. Homes
 - c. Business
2. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained
3. Work with the American Red Cross damage assessment team to assure *all homes* have been surveyed for damage
4. In conjunction with Emergency Management and the Board Chair, assure someone is designated to photograph and record general public and private damage should there be an application for state or federal assistance
5. Compile all damage assessment reports into a summary document for use by EOC Staff
6. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing
7. Coordinate, as necessary, with utility services on safety inspection of their respective system on public buildings damaged from the disaster
8. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work

9. Assure that rebuilding is in compliance with the Village's development plan
10. Establish a point of contact for insurance adjusters and influx of builders and repairmen
11. Coordinate with local/area contractors and lumberyards to restore damaged public facilities
12. Ensure correct procedures for needed structural engineering services
13. Ensure all incoming contractors register through the Village Clerk's Office

F. Village Clerk

1. Witness Disaster Declaration
2. Track and document all expenses for disaster operations for the Village to include:
 - a. Labor (regular and overtime)
 - b. Equipment
 - c. Materials (to include parts and supplies used from the Village's inventory)
3. Assign (at the time of the disaster) an account number for emergency expenditures
4. When a disaster is declared by the Village Board Chair, implement policy concerning authority to Village departments to purchase or lease emergency supplies and/or equipment
5. Make emergency purchases, as required
6. In conjunction with the Chair, prepare necessary documentation required for state and federal disaster assistance applications

VI. ADDITIONAL DISASTER SERVICES

The following may support disaster operations. Responsibilities include, but are not limited to:

- A. Public Health Coordination – State Dept. of Health
(LEOP - Annex G)

1. Assume primary operational control for health related emergencies such as pollution, contamination, diseases, and epidemics
2. Coordinate mass inoculations; i.e, tetanus shots
3. Provide for food and drink purification
4. Contact Nebraska Health and Human Services System for inspections of contaminated food
5. Provide vector control
6. Inspect and control sanitary conditions

B. Eagle/Waverly School - Superintendent

1. Pre-disaster: provide emergency safety education/drills in school for students and staff
2. Be prepared to evacuate and relocate children from school, if situation dictates; facilities need to be identified for relocation
3. Broadcast emergency school information, normally over local radio and news media.
4. Perform initial damage assessment of affected school facilities
5. May furnish buses/vans and driver(s) for evacuation
6. May make school facilities available as evacuation shelter, staging area, morgue, as required
7. Be prepared to recall needed staff should a school facility be designated for disaster operations

C. Additional Heavy Equipment Resources

1. For a list of heavy equipment available from other towns in Cass County, refer to Cass County Emergency Management Director.

D. Additional Counseling Resources

1. Churches
 - a. Local pastors
2. American Red Cross, Heartland Chapter, 402-342-7700

3. Nebraska State Patrol, Lincoln, 1-402-471-4545

Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster

4. Cass County Extension Educator, 402-267-2205

Can provide printed material on stress for individuals in disaster situations

5. Refer to Annex G, Attachment 1 in the Cass County LEOP for other counseling services

E. Additional Resources For Individual Assistance Services

1. NE Department of Social Services, 402-296-0000, (phone)
2. Salvation Army, 402-898-5947, (phone)
3. Nebraska Emergency Management Agency (after a Federal Disaster Declaration) via Cass County Emergency Mangement Agency 402-267-6765

**VILLAGE
OF
AVOCA**

**OPERATIONS
PLAN**

**FOR
DISASTER
RESPONSE
AND
RECOVERY**

2003

VILLAGE OF AVOCA EMERGENCY PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE VILLAGE OF AVOCA

I. PURPOSE

- A. The Emergency Preparedness Mission for the Village of Avoca is to ensure the coordination of village resources to effectively respond to and recover from a natural or manmade disaster so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- B. This Plan identifies the primary disaster responsibilities of Avoca village officials and employees. This plan is intended to "supplement" the Cass County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

II. PLANNING FACTORS FOR THIS PLAN

A. All-Hazards Approach

This plan uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Avoca is susceptible to a number of hazards.

Ice Storm
Major Hail Storm
Major Wind Storm
Major Winter Storm
Major/Prolonged Power Failure
Tornado
Water Failure/Storage

B. Vulnerable Populations

There are populations at risk in Avoca. These will require special considerations in warning, evacuation, and other areas of disaster response. The vulnerable populations are

Elderly Large Gatherings

C. Primary Responsibility For Disaster Response and Recovery

- 1. The primary responsibility for the welfare of Avoca residents during a disaster rests with the Avoca Board Chair and the Board Members. The Chair will be responsible for the coordination of disaster operations as well

as executive decisions necessary to provide an effective response/recovery to the disaster.

III. BASIC DISASTER OPERATIONS

A. Operations - Warning Phase

1. At the alert of a disaster situation, the Cass County 911 Communications Center will begin notification of those on their "emergency notification list".
2. The public may be warned by sirens; sirens may be sounded by either the:
 - a. Cass County 911 Communications Center in Plattsmouth, or
 - b. Fire Station in Avoca.
3. Emergency information may be broadcast through local radio and television stations.
 - a. Radio stations that are commonly listened to by Avoca residents are listed in Attachment A to this PLAN.
 - b. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Avoca officials in broadcasting or faxing information to the media. A detailed media listing of radio/television stations as well as newspapers is included in Attachment 2 to Annex D in the Cass County LEOP.

B. Operations - Actual Disaster Overview

1. The first priority after a disaster has struck is lifesaving activities and subsequent preservation of property. First Responders will proceed to the scene of the disaster as soon as possible. Initial requests for assistance in Field Operations will be channeled through the Communications Center.
2. After initial response, the Emergency Operating Center (EOC) will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC.
3. Other agencies and groups as Additional Disaster Services may be called upon to provide additional disaster services as the Village begins the process of recovery from the disaster.

4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

C. Operations - Departmental Responsibilities

The Village of Avoca has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass *three* areas:

1. Field Operations

- a. First Responders will provide the initial response to a disaster.
- b. First Responders normally include: a) Law Enforcement - Cass County Sheriff's Department; b) Avoca Fire Department; c) Emergency Medical Services and; d) Avoca Maintenance Department.
- c. These First Responders will use an Incident Command System. One of the First Responder disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.
- d. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of these Suggested Operating Guidelines.
- e. When the Emergency Operations Center is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials at the EOC.

2. Emergency Operations Center (EOC)

- a. The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.
- b. The Emergency Management Director, the Fire Chief, the Chair or Village Board members each have the authority to open the EOC for disaster operations. If any one of these is not available, their "line of succession" may assume authority in opening the EOC.
- c. The EOC Staff will work out of the fire station in Avoca. This location provides communications capability and space for support equipment for disaster operations; however, there is no auxiliary power.

- 1) The *alternate location* for the EOC will be Cass County Emergency Management EOC at 8400 144th St., Weeping Water, NE.
- 2) If necessary, a mobile command vehicle may be used for coordinating disaster operations until an EOC can be readied; mobile command vehicles that could be used include:
 - a) The Plattsmouth Fire Department Mobile Command Vehicle (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)
- c. Staffing at the EOC will be determined by the severity of the situation. Representatives of different responding agencies may choose to be at the EOC for Briefings only. Staff can include, but is not limited to:
 - 1) Village Board Chair (plus Board Members, as needed)
 - 2) Emergency Management Director, liaison or designated representative
 - 3) Public Information Officer
 - 4) Damage Assessment Coordinator
 - 5) Resources/Volunteer Coordination
 - 6) Red Cross Representative
 - 7) Village Clerk, Village Attorney
 - 8) Representative from each of the First Responders
 - 9) Representative from any of the Additional Disaster Services listed in Section VI that are responding to the disaster

3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field Command or the EOC Staff and can include areas such as public health coordination, counseling services, additional resources for heavy equipment. These Disaster Services are listed in Section VI of this PLAN.

- D. Field Operations and the Emergency Operations Center Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the Village of Avoca.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations by use of the following:
 - a. Two-way radio
 - b. Cellular phone
 - c. Runners
 - d. 911 Communications Center - Cass County
 - 1) The 911 Communications Center in Plattsmouth can assist Avoca in emergency communications through the following functions:
 - a) Warning
 - b) Notifications to include notifying First Responders, the Cass County Emergency Management Director, Local Officials
 - c) Coordination of emergency radio traffic

2. EOC Briefings

Response and recovery efforts will be planned at daily EOC Briefings. Each department or agency working the disaster may be required to send a representative to report activities in their area.

- E. Operations - Administration

Under the direction of the Avoca Board Chair, the Village Clerk will document all expenses of the disaster operations. All 1) labor, 2) equipment, and 3) material expenditures for the disaster will be submitted to and documented by the Clerk. This will include:

1. Purchase or rent of needed equipment, materials, supplies for disaster operations,
2. All agreements and contracts on a temporary basis being recorded at the Clerk's Office,
3. Contracts for permanent repairs and/or new construction of public facilities following established, routine procedures.

IV. FIELD OPERATIONS

- A. Primary Field Operational Control For The Disaster

1. All Village of Avoca personnel will become familiar with an Incident Command System. This Incident Command System will be used to ensure *one point of contact* for field coordination.
2. If the disaster operation dictates, the Incident Commander may select *staging area(s)*. The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

1. In preparing these Suggested Operating Guidelines, Avoca officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each area may not need to be applied to every disaster. However, the list is not all inclusive; at the direction of the Village Board, Village personnel may be requested to perform other disaster duties.
2. The task assignments for Village personnel are written in general terms and purposely do not tell supervisors how to do their jobs. Each department should develop guidelines for their specific operations in a disaster situation.
3. During disaster response and disaster operations, the following services *may* be provided by:

C. Law Enforcement - Cass County Sheriff's Department (LEOP - Annex H)

The Cass County Sheriff's Department may provide the following services, dependent upon the disaster:

1. Warning, by public address system or door-to-door notification
2. Evacuation operations, including coordinating with Emergency Management for support in evacuation procedures

Evacuation can be ordered by:

- a. Incident Commander (on-scene, including the Fire Chief or Sheriff)
 - b. Village Board
 - c. Emergency Management Director
3. Traffic and crowd control
 4. Security and access control
 5. Sending a representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

D. Avoca Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene
2. Will assume primary operational control of fire suppression and explosions
3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials; as necessary, call a mutual aid fire department hazmat team and/or the Cass County Emergency Management Agency for assistance; see Attachment 1, Annex F for a list of hazardous materials locations in Avoca.
4. If properly trained, provide radiological monitoring at radiological accidents, including necessary coordination with NE Health Department (radiological area) and the Nebraska Emergency Management Agency
5. May implement Incident Command System
6. May request the EOC be opened for assistance in coordinating disaster response
7. Coordinate with Law Enforcement in search and rescue operations
8. Assist Law Enforcement in evacuation efforts
9. Assist Law Enforcement in warning by public address system or door-to-door
10. Assist Law Enforcement in crowd control/security of the disaster area
11. Assess need for other Village resources to respond and contact Incident Command; report this to the EOC
12. Implement mutual aid agreements with other jurisdictions, as needed
13. Coordinate staging area with the EOC
14. Provide back-up equipment for water pumping
15. Assist in safety inspections to assure the integrity of a structure before permitting re-occupancy
16. Send representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems
17. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC

18. Continue fire suppression operations for the remainder of the Village
19. Establish and maintain lines of succession

E. Emergency Medical Services - Chief Medical Officer (LEOP - Annex G)

Avoca has Emergency Medical Services (EMS) that will provide basic life support. Out of County Mutual Aid resources will provide advanced life support services.

1. May be among First Responders at disaster scene
2. Operate emergency medical units to provide emergency treatment to injured personnel at the scene
3. May implement Incident Command System
4. Conduct triage operations, if needed
5. Transport victims
 - a. Ground transport of injured will usually be to Hospitals in Lincoln or Omaha by Weeping Water Rescue; check with Law Enforcement/EOC for open routes when responding
 - b. Air ambulance service may be provided by LifeNet (Omaha) or Star Care V (Lincoln)
 - c. Dead can be transported to funeral homes in Cass County:
6. Implement mutual aid agreements with other jurisdictions, as necessary
7. Is focal point for damage assessment pertaining to injured and dead
8. Send representative to Briefings at the EOC; inform the EOC/Board Chair of any problems
9. Continue emergency medical services for the remainder of the Village
10. Establish/maintain lines of succession

F. Village Maintenance Department (LEOP - Annex K)

1. The Village Maintenance Department includes these functions:
 - a. Streets

- b. Water/Waste Water
 - c. Parks and Recreation
2. The request to respond to a disaster may initially be recognized as a problem locally or a call may come from dispatch at the Cass County 911 Communications Center
 3. The Incident Commander may designate a staging area for First Responders that may include the Village Maintenance Department function and any mutual aid that has been requested. If a staging area is established, it will be coordinated with the EOC.
 4. Areas or key facilities that are *either* essential for disaster operations *or* have “vulnerable populations” that would require first considerations for restoration of services are: **(may include fire station; village offices; electricity - substation; water - tower, wells/pumps; wastewater - treatment plant, lift stations; telephone office; gas office; EOC; etc.)**
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____
 - g. _____
 5. Village Maintenance may be requested to attend EOC Briefings; inform the EOC/Board Chair of any problems
 6. If not being utilized in disaster operations, Village Maintenance may be required to assist other First Responders; equipment is listed in Attachment
 7. Streets - Disaster Responsibilities
 - a. First priority after a disaster is to clear debris from routes needed for First Responders
 - b. Close streets, if requested by Law Enforcement, to include transporting/erecting barricades, signs, and flags at control points established by Law Enforcement

- c. Post traffic directional signs, if needed, particularly for evacuation
 - d. The Village Maintenance Department, after initial disaster response, may need to coordinate with the EOC and/or Village Board on priority work assignments for streets
 - e. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings
 - f. Clear debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants
 - g. Perform priority repairs to streets
 - h. Address drainage concerns
 - i. Provide emergency repair and maintenance of vehicles and equipment during disaster operations
 - j. If the disaster is extreme rainfall and flooding, notification of possible problems may come from the National Weather Service/911 Communications Center in Plattsmouth or from the Cass County Emergency Management Director monitoring threatening conditions. Village Maintenance and the Cass County Emergency Management Director will coordinate any needed sandbagging efforts
8. Water/Waste Water - Disaster Responsibilities

Water

- a. Can assess each house individually
- b. Maintain water pressure and uncontaminated water supply
- c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire
- d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill
- e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made
- f. Coordinate water testing with the State Health and Human Services System

- g. Provide potable emergency water supply
 - 1) Assistance is available, upon request, from Cass County Emergency Management.
 - 2) Operations can include:
 - a) Locate suitable containers (bulk milk trucks may be available); fill with uncontaminated water
 - b) Distribute to points as coordinated by the EOC
- h. Safety inspect water system

Waste Water

- a. Maintain sanitary sewer operations
 - b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the water system
 - c. Safety inspect waste water system if damaged from the disaster
 - d. Contract for porta-johns and for their maintenance; assistance is available, upon request, from Cass County Emergency Management
9. Although not considered as first response, the following responsibilities have been included in the Village Maintenance function:
- a. Parks and Recreation
 - 1) Survey damage to parks
 - 2) Determine priority of clean-up and repair with the Village Board at EOC Briefings
 - b. Debris Removal
 - 1) The Village Maintenance Department will primarily be responsible for ensuring timely removal of disaster debris
 - 2) Debris removal operations will be coordinated between Village Maintenance and the EOC/Emergency Management Director. On a daily basis, the Village of Avoca contracts with local refuse haulers.
 - 3) Disaster responsibilities in debris removal include, but are not limited to:

- a) Meet the demand for greater disposal operations by requesting extended hours at the _____ landfill, if needed
- b) Obtain permission to dispose of normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items
- c) In coordination with the Emergency Operations Center, establish temporary site for collection of debris
- d) Will coordinate with the EOC in determining and establishing a tree burning area, if needed
- e) Maintain "salvage depot" for unclaimed damaged property which is removed from public or private property
- f) Determine if debris will be removed by Village employees from *residential areas* per Village policy
- g) If it appears that the disaster may qualify for state or federal assistance, ensure that debris piles are photographed for documentation before disposal
- h) Contact the railroad to move debris, if applicable

G. Other Utilities

1. Electricity

- a. Omaha Public Power District provides electricity to Avoca. The Cass County Emergency Management Liaison will automatically report any outages in the Village.
- b. Determine extent of power failure throughout the Village
- c. Determine (situation dependent) the priority for restoring electricity to areas or key facilities; see list in F4 at the beginning of this section under Village Maintenance Department
- d. The Emergency Management Director may be requested to coordinate shelter to those residents in areas without electricity
- e. Provide emergency lighting where needed for disaster operations
- f. Coordinate use of emergency power generators with Emergency Management Director/EOC

- g. Omaha Public Power District will safety inspect electric systems on public and/or private buildings damaged from the disaster
 - h. If necessary, may request a representative from OPPD at EOC Briefings
- 2. Natural Gas Service
 - a. Aquila provides natural gas service to Avoca.
 - b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department
 - c. Aquila will safety inspect their systems on public and/or private buildings damaged from the disaster
- 3. Telephone Service
 - a. Alltel provides phone service to Avoca.
 - b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department

V. EMERGENCY OPERATIONS CENTER (EOC)

Responsibilities List For The Emergency Operations Center

A. Avoca Board Chair and Board Members (LEOP - Annex A)

Responsibilities of the Chair and the Board Members during disaster operations may include, but are not limited to:

- 1. Make executive decisions; establish policy needed to effectively respond to the disaster
- 2. Exercise emergency powers; provide policy decisions
- 3. Sign Disaster Declaration
- 4. Exercise final authority on subjects such as:
 - Curfews
 - Price restrictions
 - Standards for contractors, craftsmen
 - Temporary waivers for land use

- Other related legal responsibilities
- Evacuation decision

5. Approve emergency legislation for the Village
6. Chair or Board Member (as well as Fire Chief, Emergency Management Director) may activate the EOC

B. Board Chair of Avoca

The Avoca Board Chair will coordinate with the Cass County Emergency Management Director/liaison/designated representative in providing the direction and control function for disaster operations. In the absence of the Chair, an appointed Board Member will perform the Chair's disaster operations duties.

The responsibilities of the Avoca Board Chair may include, but are not limited to:

1. Coordinate with the Village Board Members and the Cass County Emergency Management Director during disaster operations
2. The Board Chair may be alerted of a disaster situation by either the Cass County Emergency Management Director or the 911 Communications Center
3. May activate the EOC
4. Report to the EOC to monitor the disaster incident through situation reports and data coming into the EOC. Visit the various areas of the disaster, as necessary
5. In conjunction with the Cass County Emergency Management Director, determine EOC staffing
6. Emergency Public Information (LEOP - Annex D)
 - a. The Board Chair *will ensure* that the public is given timely and accurate information through a designated Public Information Officer (PIO). The function of the PIO can be accomplished by either the:
 - 1) Village Board Chair
 - 2) Village Board Member
 - 3) Village Clerk
 - b. When requested, Cass County Emergency Management can assist in emergency public information activities
 - c. Emergency public information responsibilities include:

- 1) An "Information Center" to release emergency directions and information to the news media. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Avoca officials. Radio stations and the local newspaper are listed in Attachment A to this PLAN; a complete listing of radio, television, and newspapers that can be used by PIOs is contained in Annex D, Attachment 2 in the Cass County LEOP
- 2) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as needed, at the Emergency Operating Center or at a location as dictated by the disaster
- d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information
- e. Serve as the source through which the media will gain access to public officials, if required
- f. Provide current and accurate information to the general public making inquiries
 - 1) Publicize telephone number, 267-6765, where official disaster information can be obtained by the public; the Village Clerk will coordinate these calls

Pre-disaster: educate/alert public to use 267-6765 for non-emergency calls after a disaster event
 - 2) Provide a daily "rumor control" sheet with information pertinent to the disaster for the person taking calls; allow this person to attend EOC Briefings
7. Provide over-all coordination of Village resources and purchasing for handling the disaster effort
8. In conjunction with needs of Field Operations and Emergency Management:
 - a. Recruit any Village resources not involved in disaster response who could assist in emergency duties
 - b. Provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.

- c. Ensure safety of Village and emergency workers by: 1) establishing shifts; 2) may provide rest/break area for workers; 3) may establish a day care center for children of emergency workers (and/or victims)
- 9. Maintain current inventory and resource list of emergency equipment and supplies
- 10. Coordinate Village resources that may be used in disaster response/recovery
- 11. Coordinate with Village Attorney on any legal emergency matters
- 12. Respond to official inquiries
- 13. In conjunction with Village Maintenance, ensure coordination with representatives from each utility:
 - a. Electricity: Omaha Public Power District (OPPD)
 - b. Gas: Aquila
 - c. Telephone: Alltel
 - d. Coordination activity may include:
 - 1) Survey and report general damage to appropriate utility
 - 2) Determine priority of response/restoration, if needed
- 14. If a number of public buildings and/or streets have been affected by the disaster, assist in prioritizing return to service
- 15. Ensure the Cass County Building Inspector, or the emergency inspection team, assisting in Damage Assessment, has designated someone to document damage through photographs should there later be an application for state or federal assistance
- 16. Ensure in conjunction with the Village Maintenance Department that debris removal is conducted; ensure debris piles are photographed or video-taped before disposal if it is likely there will be application for state or federal assistance
- 17. In conjunction with the Clerk, ensure that all expenses for the disaster are documented by the Village Clerk
- 18. Assist the Cass County Emergency Management Director in determining location for distribution of potable water and request Village Maintenance/Health Department provide potable water to the public; through

the Public Information Officer, notify the public concerning availability and location of water

19. Work with the Cass County Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation
20. Coordinate with the Cass County Building Inspector or emergency inspection team in recovery and rebuilding efforts
21. Advise disaster victims of temporary emergency housing
22. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money
23. Ensure the Maintenance Department establishes a "salvage depot" for unclaimed items

C. Cass County Emergency Management Director

The Cass County Emergency Management Director/liaison/designated representative will act as a disaster operations advisor to the Village Chair and Board. In performing the direction and control function for coordinating disaster operations, the Cass County Emergency Management Director will work closely with the Village Chair and Board.

Disaster operations duties for the Cass County Emergency Management Director may include, but are not limited to:

1. Being responsible for the readiness of the Emergency Operations Center to include adequate communications, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location, as needed
2. May activate the EOC; assume overall coordination of emergency operations of disaster response/recovery
3. In conjunction with the Village Chair, determine who is needed on the EOC Staff
4. Maintain a current call-down list of EOC Staff; call-in may be accomplished locally or by the 911 Communications Center
5. Coordinate additional communications support, if needed, with the Cass County Emergency Management Director

6. In coordination with the Village Board Chair, ensure that timely emergency information is given to the public by the designated Public Information Officer
7. Designate someone to track and record disaster events on a status board or flip chart; plot area of destruction on map
8. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with Village Officials how often Briefings are needed
9. Coordinate with Village resources as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid, and with Cass County government, as the situation dictates

10. Flooding

- a. If the danger is extreme rainfall and flooding, notification of possible problems may initially come from the 911 Communications Center, the National Weather Service, and/or from personal observation in Avoca; the Cass County Emergency Management Director has a pager and radio scanner and will monitor weather conditions.
- b. Implement flood watch procedures during periods of heavy rains/flooding as well as report rainfall and/or flood stages to Cass County Emergency Management Director.
- c. During flooding conditions, coordinate with the Maintenance Department in sandbagging operations for public buildings/entities

11. Support evacuation (LEOP - Annex E)

- a. Select shelters
- b. Request designated Public Information Officer to provide emergency information to the public concerning an evacuation
- c. Coordinate transportation that may be required by residents for evacuation; transportation to shelter may be provided by:
 - 1) Syracuse/Dunbar/Avoca Schools
 - 2) Volunteers
 - 3) Additional school buses - call Cass County Emergency Management
 - 4) Eastern Nebraska Office on Aging (ENOA) Handi-Bus Service
 - 5) Mutual aid resources

- 6) The telephone number that the public can call for transportation assistance is the Village Clerk's Office, 540-4510.
 - d. Advise in selection of assembly points for transportation
12. Coordinate shelter operations (LEOP - Annex I)
 - a. American Red Cross
 - 1) The Village of Avoca will request services of the Red Cross either through the Cass County Emergency Management Director or directly from the Heartland Chapter of the American Red Cross in Omaha (402-343-7700, 24-hour number). The ARC will open shelter(s) and provide traditional emergency needs of evacuees:
 - * shelter - cots, blankets * first aid
 - * food (from local stores) * damage assessment
 - * emergency family services
 - clothing
 - financial assistance
 - counseling
 - 2) No pets (except service animals, ie. seeing-eye dogs) will be allowed in shelters
 - 3) Red Cross will send a representative to EOC Briefings
 - b. May provide counseling services at shelters, if needed
13. Recommend that the Village Chair/Board declare an emergency; prepare the Disaster Declaration for signature of Avoca Village Board Chair and witness of the Village Clerk; see Attachment 3 in Annex A of the LEOP
14. Coordinate with Village Attorney on any legal emergency matters
15. Coordinate with such organizations as the Red Cross, Social Services, Eastern Nebraska Office on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery
16. May assist Field Operations in identifying staging areas

17. Disseminate "identification cards"; assistance may be requested from Cass County Emergency Management; ID cards should be made available for:
 - a. Emergency workers
 - b. Volunteers
 - c. Disaster area residents
 - d. Appointed/elected officials
18. Organize the volunteer force
 - a. Avoca's Village Clerk will organize "on-the-spot" volunteers or will, if needed, request volunteer workers through the Public Information Officer
 - b. Guidelines for organizing a volunteer work force are included in Attachment 3 to Annex L in the Cass County LEOP
19. Coordinate with the Board Chair in determining *location* for distribution of potable water; assure the public is notified concerning availability and location of water by the designated Public Information Officer
20. Work with the Village Chair/Board in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation
21. Make formal request to the next higher level of government, Cass County, for assistance if disaster response is beyond the capability of the Village
22. Provide training for personnel who will respond to a disaster
23. Annually review/update these Suggested Operating Guidelines for the Village of Avoca.

D. Village Attorney

1. Provide emergency legal counsel to Village officials on subjects such as:
 - Curfews
 - Price restrictions
 - Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
 - Temporary waivers for land use
 - Other related legal duties

2. Draft emergency legislation for the Village
3. Provide assistance in negotiating contracts for emergency services

E. Damage Assessment (LEOP - Annex C)

The Avoca Village Board Chair may either coordinate damage assessment efforts or request assistance from the Cass County Building Inspector or emergency inspection team through the Cass County Emergency Management Director. Responsibilities in conducting damage assessment may include, but are not limited to:

1. Coordinate damage assessment, using the forms in Attachments 1-4 from Annex C in the Cass County LEOP; damage assessment will be conducted for:
 - a) Public entities
 - b) Homes
 - c) Businesses
2. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained
3. Work with the American Red Cross damage assessment team to assure *all homes* have been surveyed for damage
4. In conjunction with Emergency Management and the Board Chair, assure someone is designated to photograph and record general public and private damage should there be an application for state or federal assistance
5. Compile all damage assessment reports into a summary document for use by EOC Staff
6. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing
7. Coordinate, as necessary, with utility services on safety inspection of their respective system on public buildings damaged from the disaster
8. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work
9. Assure that rebuilding is in compliance with the Village's development plan
10. Establish a point of contact for insurance adjusters and influx of builders and repairmen

11. Coordinate with local/area contractors and lumberyards to restore damaged public facilities
12. Ensure correct procedures for needed structural engineering services
13. Ensure all incoming contractors register through the Village Clerk's Office

F. Village Clerk

1. Witness Disaster Declaration
2. Track and document all expenses for disaster operations for the Village to include:
 - a. Labor (regular and overtime)
 - b. Equipment
 - c. Materials (to include parts and supplies used from the Village's inventory)
3. Assign (at the time of the disaster) an account number for emergency expenditures
4. When a disaster is declared by the Village Board Chair, implement policy concerning authority to Village departments to purchase or lease emergency supplies and/or equipment
5. Make emergency purchases, as required
6. In conjunction with the Chair, prepare necessary documentation required for state and federal disaster assistance applications

VI. ADDITIONAL DISASTER SERVICES

The following may support disaster operations. Responsibilities include, but are not limited to:

A. Public Health Coordination – State Dept. of Health (LEOP - Annex G)

1. Assume primary operational control for health related emergencies such as pollution, contamination, diseases, and epidemics
2. Coordinate mass inoculations; i.e, tetanus shots

3. Provide for food and drink purification
4. Contact Nebraska Health and Human Services System for inspections of contaminated food
5. Provide vector control
6. Inspect and control sanitary conditions

B. Syracuse/Dunbar/Avoca Schools - Superintendent

1. Pre-disaster: provide emergency safety education/drills in school for students and staff
2. Be prepared to evacuate and relocate children from school, if situation dictates; facilities need to be identified for relocation
3. Broadcast emergency school information, normally over local Radio and News media
4. Perform initial damage assessment of affected school facilities
5. May furnish buses/vans and driver(s) for evacuation
6. May make school facilities available as evacuation shelter, staging area, morgue, as required
7. Be prepared to recall needed staff should a school facility be designated for disaster operations

C. Additional Heavy Equipment Resources

1. For a list of heavy equipment available from other towns in Cass County, refer to Cass County Emergency Management Director
2. Contact the Cass County Emergency Management Director for additional heavy equipment resources, as needed

D. Additional Counseling Resources

1. Churches
 - a. Local pastors
2. American Red Cross, Heartland Chapter, 402-342-7700

3. Nebraska State Patrol, Lincoln, 1-402-471-4545

Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster
 4. Cass County Extension Educator, Jim Carson 402-267-2205

Can provide printed material on stress for individuals in disaster situations
 5. Refer to Annex G, Attachment 1 in the Cass County LEOP for other counseling services
- E. Additional Resources For Individual Assistance Services
1. NE Department of Social Services, 402-296-0000, (phone)
 2. Salvation Army, 402-898-5947, (phone)
 3. Nebraska Emergency Management Agency (after a Federal Disaster Declaration)

**VILLAGE
OF
CEDAR CREEK**

**OPERATIONS
PLAN**

**FOR
DISASTER
RESPONSE
AND
RECOVERY**

2003

VILLAGE OF CEDAR CREEK EMERGENCY PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE VILLAGE OF CEDAR CREEK

I. PURPOSE

- A. The Emergency Preparedness Mission for the Village of Cedar Creek is to ensure the coordination of village resources to effectively respond to and recover from a natural or manmade disaster so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- B. This Plan identifies the primary disaster responsibilities of Cedar Creek village officials and employees. This plan is intended to "supplement" the Cass County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

II. PLANNING FACTORS FOR THIS PLAN

A. All-Hazards Approach

This plan uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Cedar Creek is susceptible to a number of hazards. Officials from the Village have identified twelve (12) possibilities; these are ranked as most probable below:

Primary Hazards

Communications Failure
Dike Failure
Flash Flood
Flood
HazMat (Storage)
Ice Storm
Major Fire - Grassland
Major Hail Storm
Major Water Contamination
Major Wind Storm
Major Winter Storm
Major/Prolonged Power Failure
Railway Derailment
Tornado
Water Failure/Storage

B. Vulnerable Populations

There are populations at risk in Cedar Creek. These will require special considerations in warning, evacuation, and other areas of disaster response. The vulnerable populations are:

Scattered Elderly Housing

Lake Population

C. Primary Responsibility For Disaster Response and Recovery

1. The primary responsibility for the welfare of Cedar Creek residents during a disaster rests with the Cedar Creek Board Chair and the Cedar Creek Board Members. The Chair will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.
2. In the absence of the Cedar Creek Board Chair, the "established" line of succession will be:
 - a. Gwen Bode
 - b. Gene Stauffer
 - c. Dave Rydl

III. BASIC DISASTER OPERATIONS

A. Operations - Warning Phase

1. At the alert of a disaster situation, the Cass County 911 Communications Center will begin notification of those on their "emergency notification list".
2. The public may be warned by sirens; sirens may be sounded by either the:
 - a. 911 Communications Center in Plattsmouth, or
 - b. Fire Station in Cedar Creek.
3. Emergency information may be broadcast through local radio and television stations.
 - a. Radio stations that are commonly listened to by Cedar Creek residents are listed in Attachment A to this PLAN.
 - b. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Cedar Creek officials in broadcasting or faxing information to the

media. A detailed media listing of radio/television stations as well as newspapers is included in Attachment 2 to Annex D in the Cass County LEOP.

B. Operations - Actual Disaster Overview

1. The first priority after a disaster has struck is lifesaving activities and subsequent preservation of property. First Responders will proceed to the scene of the disaster as soon as possible. Initial requests for assistance in Field Operations will be channeled through the Communications Center.
2. After initial response, the Emergency Operating Center (EOC) will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC.
3. Other agencies and groups as Additional Disaster Services may be called upon to provide additional disaster services as the Village begins the process of recovery from the disaster.
4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

C. Operations - Departmental Responsibilities

The Village of Cedar Creek has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass *three* areas:

1. Field Operations

- a. First Responders will provide the initial response to a disaster.
- b. First Responders normally include: a) Law Enforcement - Cass County Sheriff's Department; b) Cedar Creek Fire Department; c) Emergency Medical Services and; d) Cedar Creek Maintenance Department.
- c. These First Responders will use an Incident Command System. One of the First Responder disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.

- d. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of these Suggested Operating Guidelines.
- e. When the Emergency Operations Center is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials at the EOC.

2. Emergency Operations Center (EOC)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

- a. The Cass County Emergency Management Director or designated representative, the Fire Chief, the Chair or Village Board members each have the authority to open the EOC for disaster operations. If any one of these is not available, their "line of succession" may assume authority in opening the EOC.
- b. The EOC Staff will work out of the Village Hall / Fire Barn in Cedar Creek. This location provides communications capability and space for support equipment for disaster operations; however, there is no auxiliary power. The telephone number is 234-7856.
 - 1) The alternate location for the EOC will be the Cass County Emergency Management EOC at 8400 144 Street, Weeping Water.
 - 2) If necessary, a mobile command vehicle may be used for coordinating disaster operations until an EOC can be readied; mobile command vehicles that could be used include:
 - a) The Plattsmouth Fire Department Mobile Command Vehicle (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)
- c. Staffing at the EOC will be determined by the severity of the situation. Representatives of different responding agencies may choose to be at the EOC for Briefings only. Staff can include, but is not limited to:
 - 1) Village Board Chair (plus Board Members, as needed)
 - 2) Emergency Management Director(s)
 - 3) Public Information Officer
 - 4) Damage Assessment Coordinator

- 5) Resources/Volunteer Coordination
- 6) Red Cross Representative
- 7) Village Clerk, Village Attorney
- 8) Representative from each of the First Responders
- 9) Representative from any of the Additional Disaster Services listed in Section VI that are responding to the disaster
- 10) Cedar Creek Fire Cheif

3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field Command or the EOC Staff and can include areas such as public health coordination, counseling services, additional resources for heavy equipment. These Disaster Services are listed in Section VI of this PLAN.

D. Field Operations and the Emergency Operations Center Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the Village of Cedar Creek.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations by use of the following:
 - a. Two-way radio
 - b. Cellular phone
 - c. Runners
 - d. 911 Communications Center - Cass County
 - 1) The 911 Communications Center in Plattsmouth can assist Cedar Creek in emergency communications through the following functions:
 - a) Warning
 - b) Notifications to include notifying First Responders, the Cass County Emergency Management Director, Local Officials

c) Coordination of emergency radio traffic

2. EOC Briefings

Response and recovery efforts will be planned at daily EOC Briefings. Each department or agency working the disaster may be required to send a representative to report activities in their area.

E. Operations - Administration

Under the direction of the Cedar Creek Board Chair, the Village Clerk will document all expenses of the disaster operations. All 1) labor, 2) equipment, and 3) material expenditures for the disaster will be submitted to and documented by the Clerk. This will include:

1. Purchase or rent of needed equipment, materials, supplies for disaster operations,
2. All agreements and contracts on a temporary basis being recorded at the Clerk's Office,
3. Contracts for permanent repairs and/or new construction of public facilities following established, routine procedures.

IV. FIELD OPERATIONSA. Primary Field Operational Control For The Disaster

1. All Village of Cedar Creek personnel will become familiar with an Incident Command System. This Incident Command System will be used to ensure one point of contact for field coordination.
2. If the disaster operation dictates, the Incident Commander may select *staging area(s)*. The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

1. In preparing these Suggested Operating Guidelines, Cedar Creek officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each area may not need to be applied to every disaster. However, the list is not all inclusive; at the direction of the Village Board, Village personnel may be requested to perform other disaster duties.

2. The task assignments for Village personnel are written in general terms and purposely do not tell supervisors how to do their jobs. Each department should develop guidelines for their specific operations in a disaster situation.
3. During disaster response and disaster operations, the following services *may* be provided by:

C. Law Enforcement - Cass County Sheriff's Department (LEOP - Annex H)

The Cass County Sheriff's Department may provide the following services, dependent upon the disaster:

1. Warning, by public address system or door-to-door notification
2. Evacuation operations, including coordinating with Cass County Emergency Management for support in evacuation procedures

Evacuation can be ordered by:

- a. Incident Commander (on-scene, including the Fire Chief or Sheriff)
- b. Village Board
- c. Cass County Emergency Management Director
3. Traffic and crowd control
4. Security and access control
5. Sending a representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

D. Cedar Creek Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene
2. Will assume primary operational control of fire suppression and explosions
3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials; as necessary, call a mutual aid fire department hazmat team and/or the Cass County Emergency Management Agency for assistance. Hazardous materials locations in Cedar Creek consist of the BNSF mainline.
4. If properly trained, provide radiological monitoring at radiological accidents, including necessary coordination with NE Health Department (radiological area) and the Nebraska Emergency Management Agency

5. May implement Incident Command System
6. May request the EOC be opened for assistance in coordinating disaster response
7. Coordinate with Law Enforcement in search and rescue operations
8. Assist Law Enforcement in evacuation efforts
9. Assist Law Enforcement in warning by public address system or door-to-door
10. Assist Law Enforcement in crowd control/security of the disaster area
11. Assess need for other Village resources to respond and contact Incident Command; report this to the EOC
12. Implement mutual aid agreements with other jurisdictions, as needed
13. Coordinate staging area with the EOC
14. Provide back-up equipment for water pumping
15. Assist in safety inspections to assure the integrity of a structure before permitting re-occupancy
16. Send representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems
17. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC
18. Continue fire suppression operations for the remainder of the Village
19. Establish and maintain lines of succession

E. Emergency Medical Services - Chief Medical Officer (LEOP - Annex G)

Louisville has Emergency Medical Services (EMS) that will provide basic life support. Outside of County Mutual Aid resources will provide advanced life support services.

1. May be among First Responders at disaster scene
2. Operate emergency medical units to provide emergency treatment to injured personnel at the scene

3. May implement Incident Command System
 4. Conduct triage operations, if needed
 5. Transport victims
 - a. Ground transport of injured will usually be to Hospitals in Omaha or Lincoln; check with Law Enforcement/EOC for open routes when responding
 - b. Air ambulance service may be provided by Life Net (Omaha) or Star Care V (Lincoln)
 - c. Dead can be transported to funeral homes in Cass County:
 6. Implement mutual aid agreements with other jurisdictions, as necessary
 7. Is focal point for damage assessment pertaining to injured and dead
 8. Send representative to Briefings at the EOC; inform the EOC/Board Chair of any problems
 9. Continue emergency medical services for the remainder of the Village
 10. Establish/maintain lines of succession
- F. Village Maintenance Department (LEOP - Annex K)
1. The Village Maintenance Department includes these functions:
 - a. Streets
 - b. Parks and Recreation
 2. The request to respond to a disaster may initially be recognized as a problem locally or a call may come from dispatch at the Cass County 911 Communications Center
 3. The Incident Commander may designate a staging area for First Responders that may include the Village Maintenance Department function and any mutual aid that has been requested. If a staging area is established, it will be coordinated with the EOC.
 4. Areas or key facilities that are *either* essential for disaster operations *or* have “vulnerable populations” that would require first considerations for restoration of services are:

- a. Village Hall / Fire Barn 200 East B
5. Village Maintenance may be requested to attend EOC Briefings; inform the EOC/Board Chair of any problems
6. If not being utilized in disaster operations, Village Maintenance may be required to assist other First Responders.
7. Streets - Disaster Responsibilities
 - a. First priority after a disaster is to clear debris from routes needed for First Responders
 - b. Close streets, if requested by Law Enforcement, to include transporting/erecting barricades, signs, and flags at control points established by Law Enforcement
 - c. Post traffic directional signs, if needed, particularly for evacuation
 - d. The Village Maintenance Department, after initial disaster response, may need to coordinate with the EOC and/or Village Board on priority work assignments for streets
 - e. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings
 - f. Clear debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants
 - g. Perform priority repairs to streets
 - h. Address drainage concerns
 - i. Provide emergency repair and maintenance of vehicles and equipment during disaster operations
 - j. If the disaster is extreme rainfall and flooding, notification of possible problems may come from the National Weather Service/911 Communications Center in Plattsmouth or from the Cass County Emergency Management Director monitoring threatening conditions. Village Maintenance and the Cass County Emergency Management Director will coordinate any needed sandbagging efforts
8. Water - Disaster Responsibilities

Water - Rural Water District #3 Otoe County

- a. Can assess each house individually
 - b. Maintain water pressure and uncontaminated water supply
 - c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire
 - d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill
 - e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made
 - f. Coordinate water testing with the State Health and Human Services System
 - g. Provide potable emergency water supply
 - 1) Assistance is available, upon request, from Cass County Emergency Management
 - 2) Operations can include:
 - a) Locate suitable containers (bulk milk trucks may be available); fill with uncontaminated water
 - b) Distribute to points as coordinated by the EOC
 - h. Safety inspect water system
9. Although not considered as first response, the following responsibilities have been included in the Village Maintenance function:
- a. Parks and Recreation
 - 1) Survey damage to parks
 - 2) Determine priority of clean-up and repair with the Village Board at EOC Briefings
 - b. Debris Removal
 - 1) The Village Maintenance Department will primarily be responsible for ensuring timely removal of disaster debris
 - 2) Debris removal operations will be coordinated between Village Maintenance and the EOC/Cass County Emergency Management

Director. On a daily basis, the Village of Cedar Creek contracts local refuse haulers

- 3) Disaster responsibilities in debris removal include, but are not limited to:
- a) Meet the demand for greater disposal operations by requesting extended hours at the Sarpy County landfill, if needed
 - b) Obtain permission to dispose of normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items
 - c) In coordination with the Emergency Operations Center, establish temporary site for collection of debris
 - d) Will coordinate with the EOC in determining and establishing a tree burning area, if needed
 - e) Maintain "salvage depot" for unclaimed damaged property which is removed from public or private property
 - f) Determine if debris will be removed by Village employees from *residential areas* per Village policy
 - g) If it appears that the disaster may qualify for state or federal assistance, ensure that debris piles are photographed for documentation before disposal
 - h) Contact the Burlington Northern Railroad to move debris, if applicable

G. Other Utilities

1. Electricity

- a. Omaha Public Power District provides electricity to Cedar Creek. The Cedar Creek Emergency Management Liaison will automatically report any outages in the Village.
- b. Determine extent of power failure throughout the Village
- c. Determine (situation dependent) the priority for restoring electricity to areas or key facilities; see list in F4 at the beginning of this section under Village Maintenance Department
- d. The Cass County Emergency Management Director may be requested to coordinate shelter to those residents in areas without electricity

- e. Provide emergency lighting where needed for disaster operations
- f. Coordinate use of emergency power generators with Cass County Emergency Management Director/EOC
- g. Omaha Public Power District will safety inspect electric systems on public and/or private buildings damaged from the disaster
- h. If necessary, may request a representative from OPPD at EOC Briefings

2. Telephone Service

- a. Alltel provides phone service to Cedar Creek; disruption in service may be reported to the telephone numbers listed in Attachment A
- b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department

V. EMERGENCY OPERATIONS CENTER (EOC)

Responsibilities List For The Emergency Operations Center

A. Cedar Creek Board Chair and Board Members (LEOP - Annex A)

Responsibilities of the Chair and the Board Members during disaster operations may include, but are not limited to:

- 1. Make executive decisions; establish policy needed to effectively respond to the disaster
- 2. Exercise emergency powers; provide policy decisions
- 3. Sign Disaster Declaration
- 4. Exercise final authority on subjects such as:
 - Curfews
 - Price restrictions
 - Standards for contractors, craftsmen
 - Temporary waivers for land use

- Other related legal responsibilities
- Evacuation decision

5. Approve emergency legislation for the Village
6. Chair or Board Member (as well as Fire Chief, Cass County Emergency Management Director or designated representatives) may activate the EOC

B. Board Chair of Cedar Creek

The Cedar Creek Board Chair will coordinate with the Cass County Emergency Management Director in providing the direction and control function for disaster operations. In the absence of the Chair, Gwen Bode, Chairperson ProTempore, an appointed Board Member will perform the Chair's disaster operations duties.

The responsibilities of the Cedar Creek Board Chair may include, but are not limited to:

1. Coordinate with the Village Board Members and the Cass County Emergency Management Director during disaster operations
2. The Board Chair may be alerted of a disaster situation by either the local Emergency Management Director or the 911 Communications Center
3. May activate the EOC
4. Report to the EOC to monitor the disaster incident through situation reports and data coming into the EOC. Visit the various areas of the disaster, as necessary
5. In conjunction with the Cass County Emergency Management Director, determine EOC staffing
6. Emergency Public Information (LEOP - Annex D)
 - a. The Board Chair *will ensure* that the public is given timely and accurate information through a designated Public Information Officer (PIO). The function of the PIO can be accomplished by either the:
 - 1) Village Board Chair
 - 2) Village Board Member
 - 3) Village Clerk
 - 4) Village Fire Chief

- b. When requested, Cass County Emergency Management Agency can assist in emergency public information activities
- c. Emergency public information responsibilities include:
 - 1) An "Information Center" to release emergency directions and information to the news media. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Cedar Creek officials. Radio stations and the local newspaper are listed in Attachment A to this PLAN; a complete listing of radio, television, and newspapers that can be used by PIO's is contained in Annex D, Attachment 2 in the Cass County LEOP
 - 2) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as needed, at the Emergency Operating Center or at a location as dictated by the disaster
- d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information
- e. Serve as the source through which the media will gain access to public officials, if required
- f. Provide current and accurate information to the general public making inquiries
 - 1) Publicize telephone number, 234-7856, where official disaster information can be obtained by the public; the Village Clerk will coordinate these calls

Pre-disaster: educate/alert public to use 234-7856 for non-emergency calls after a disaster event
 - 2) Provide a daily "rumor control" sheet with information pertinent to the disaster for the person taking calls; allow this person to attend EOC Briefings
- 7. Provide over-all coordination of Village resources and purchasing for handling the disaster effort
- 8. In conjunction with needs of Field Operations and Emergency Management:
 - a. Recruit any Village resources not involved in disaster response who could assist in emergency duties

- b. Provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.
 - c. Ensure safety of Village and emergency workers by: 1) establishing shifts; 2) may provide rest/break area for workers; 3) may establish a day care center for children of emergency workers (and/or victims).
- 9. Maintain current inventory and resource list of emergency equipment and supplies.
- 10. Coordinate Village resources that may be used in disaster response/recovery
- 11. Coordinate with Village Attorney on any legal emergency matters
- 12. Respond to official inquiries
- 13. In conjunction with Village Maintenance, ensure coordination with representatives from each utility:
 - a. Electricity: Omaha Public Power District
 - b. Telephone: Alltel
 - c. Coordination activity may include:
 - 1) Survey and report general damage to appropriate utility
 - 2) Determine priority of response/restoration, if needed
- 14. If a number of public buildings and/or streets have been affected by the disaster, assist in prioritizing return to service
- 15. Ensure the Cass County Building Inspector or emergency inspection teams, assisting in Damage Assessment, has designated someone to document damage through photographs should there later be an application for state or federal assistance
- 16. Ensure in conjunction with the Village Maintenance Department that debris removal is conducted; ensure debris piles are photographed or video-taped before disposal if it is likely there will be application for state or federal assistance
- 17. In conjunction with the Clerk, ensure that all expenses for the disaster are documented by the Village Clerk

18. Assist the Cass County Emergency Management Director in determining location for distribution of potable water and request Village Maintenance/Health Department provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water
19. Work with the Cass County Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation
20. Coordinate with the Cass County Building Inspector or emergency inspection teams in recovery and rebuilding efforts
21. Advise disaster victims of temporary emergency housing
22. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money
23. Ensure the Maintenance Department establishes a "salvage depot" for unclaimed items

C. Cass County Emergency Management Director

The Cass County Emergency Management Director/liaison/designated representative will act as a disaster operations advisor to the Village Chair and Board. In performing the direction and control function for coordinating disaster operations, the Cass County Emergency Management Director will work closely with the Village Chair and Board.

Disaster operations duties for the Cass County Emergency Management Director may include, but are not limited to:

1. Being responsible for the readiness of the Emergency Operations Center to include adequate communications, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location, as needed
2. May activate the EOC; assume overall coordination of emergency operations of disaster response/recovery
3. In conjunction with the Village Chair, determine who is needed on the EOC Staff
4. Maintain a current call-down list of EOC Staff; call-in may be accomplished locally or by the 911 Communications Center

5. Coordinate additional communications support, if needed, with the Cass County Emergency Management Director.
6. In coordination with the Village Board Chair, ensure that timely emergency information is given to the public by the designated Public Information Officer.
7. Designate someone to track and record disaster events on a status board or flip chart; plot area of destruction on map.
8. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with Village Officials how often Briefings are needed.
9. Coordinate with Village resources as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid, and with Cass County government, as the situation dictates.

10. Flooding

- a. If the danger is extreme rainfall and flooding, notification of possible problems may initially come from the 911 Communications Center, the National Weather Service, and/or from personal observation in Cedar Creek; the Cass County Emergency Management Director has a pager and radio scanner and will monitor weather conditions
- b. Implement flood watch procedures during periods of heavy rains/flooding as well as report rainfall and/or flood stages to Cass County Emergency Management Director
- c. During flooding conditions, coordinate with the Maintenance Department in sandbagging operations for public buildings/entities

11. Support evacuation (LEOP - Annex E)

- a. Select shelters
- b. Request designated Public Information Officer to provide emergency information to the public concerning an evacuation
- c. Coordinate transportation that may be required by residents for evacuation; transportation to shelter may be provided by:
 - 1) Louisville School
 - 2) Volunteers
 - 3) Additional school buses - call Cass County Emergency Management

- 4) Eastern Nebraska Office on Aging Handi-Bus Service
 - 5) Mutual aid resources
 - 6) The telephone number that the public can call for transportation assistance is the Village Clerk's Office, 402-234-7856
- d. Advise in selection of assembly points for transportation
12. Coordinate shelter operations (LEOP - Annex I)
- a. American Red Cross
- 1) The Cass County Emergency Management Liaison will request services of the Red Cross *either through* the Cass County Emergency Management Director *or directly* from the Heartland Chapter of the American Red Cross in Omaha (402-343-7700, 24-hour number). The ARC will open shelter(s) and provide traditional emergency needs of evacuees:
 - * shelter - cots, blankets * first aid
 - * food (from local stores) * damage assessment
 - * emergency family services
 - clothing
 - financial assistance
 - counseling
 - 2) No pets (except service animals, ie. seeing-eye dogs) will be allowed in shelters
 - 3) Red Cross will send a representative to EOC Briefings
- b. May provide counseling services at shelters, if needed
13. Recommend that the Village Chair/Board declare an emergency; prepare the Disaster Declaration for signature of Cedar Creek Village Board Chair and witness of the Village Clerk; see Attachment 3 in Annex A of the LEOP
14. Coordinate with Village Attorney on any legal emergency matters

15. Coordinate with such organizations as the Red Cross, Social Services, Cass County Senior Citizens associated with the Eastern Nebraska Office on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery
16. May assist Field Operations in identifying staging areas
17. Disseminate "identification cards"; assistance may be requested from Cass County Emergency Management Agency; ID cards should be made available for:
 - a. Emergency workers
 - b. Volunteers
 - c. Disaster area residents
 - d. Appointed/elected officials
18. Organize the volunteer force
 - a. Cedar Creek Village Fire Chief will organize "on-the-spot" volunteers or will, if needed, request volunteer workers through the Public Information Officer
 - b. Guidelines for organizing a volunteer work force are included in Attachment 3 to Annex L in the Cass County LEOP or in Pers. 1-11 in the Cass County Emergency Management Agency SOP Manual.
19. Coordinate with the Board Chair in determining *location* for distribution of potable water; assure the public is notified concerning availability and location of water by the designated Public Information Officer
20. Work with the Village Chair/Board in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation
21. *Make formal request to the next higher level of government, Cass County, for assistance if disaster response is beyond the capability of the Village*
22. Provide training for personnel who will respond to a disaster
23. Annually review/update these Suggested Operating Guidelines for the Village of Cedar Creek

D. Village Attorney

1. Provide emergency legal counsel to Village officials on subjects such as:
 - Curfews
 - Price restrictions
 - Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
 - Temporary waivers for land use
 - Other related legal duties
2. Draft emergency legislation for the Village
3. Provide assistance in negotiating contracts for emergency services

E. Damage Assessment (LEOP - Annex C)

The Cedar Creek Village Board Chair may either coordinate damage assessment efforts or request assistance from the Cass County Building Inspector or emergency inspection teams through the Cass County Emergency Management Agency Director. Responsibilities in conducting damage assessment may include, but are not limited to:

1. Coordinate damage assessment, using the forms in Attachments 1 - 4 from Annex C in the Cass County LEOP; damage assessment will be conducted for:
 - a. Public entities
 - b. Homes
 - c. Businesses
2. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained
3. Work with the American Red Cross damage assessment team to assure *all homes* have been surveyed for damage
4. In conjunction with Cass County Emergency Management and the Board Chair, assure someone is designated to photograph and record general public and private damage should there be an application for state or federal assistance

5. Compile all damage assessment reports into a summary document for use by EOC Staff
6. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing
7. Coordinate, as necessary, with utility services on safety inspection of their respective system on public buildings damaged from the disaster
8. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work
9. Assure that rebuilding is in compliance with the Village's development plan
10. Establish a point of contact for insurance adjusters and influx of builders and repairmen
11. Coordinate with local/area contractors and lumberyards to restore damaged public facilities
12. Ensure correct procedures for needed structural engineering services
13. Ensure all incoming contractors register through the Village Clerk's Office

F. Village Clerk

1. Witness Disaster Declaration
2. Track and document all expenses for disaster operations for the Village to include:
 - a. Labor (regular and overtime)
 - b. Equipment
 - c. Materials (to include parts and supplies used from the Village's inventory)
3. Assign (at the time of the disaster) an account number for emergency expenditures
4. When a disaster is declared by the Village Board Chair, implement policy concerning authority to Village departments to purchase or lease emergency supplies and/or equipment
5. Make emergency purchases, as required

6. In conjunction with the Chair, prepare necessary documentation required for state and federal disaster assistance applications

VI. ADDITIONAL DISASTER SERVICES

The following may support disaster operations. Responsibilities include, but are not limited to:

A. Public Health Coordination – State Dept. of Health (LEOP - Annex G)

1. Assume primary operational control for health related emergencies such as pollution, contamination, diseases, and epidemics
2. Coordinate mass inoculations; i.e, tetanus shots
3. Provide for food and drink purification
4. Contact Nebraska Health and Human Services System for inspections of contaminated food
5. Provide vector control
6. Inspect and control sanitary conditions

B. Louisville School - Superintendent

1. Pre-disaster: provide emergency safety education/drills in school for students and staff
2. Be prepared to evacuate and relocate children from school, if situation dictates; facilities need to be identified for relocation
3. Broadcast emergency school information, normally over local Radio and News Media
4. Perform initial damage assessment of affected school facilities
5. May furnish buses/vans and driver(s) for evacuation
6. May make school facilities available as evacuation shelter, staging area, morgue, as required
7. Be prepared to recall needed staff should a school facility be designated for disaster operations

C. Additional Heavy Equipment Resources

1. For a list of heavy equipment available from other towns in Cass County, refer to Cass County Emergency Management Director
2. Contact the Cass County Emergency Management Director for additional heavy equipment resources, as needed

D. Additional Counseling Resources

1. Churches
 - a. Local pastors
2. American Red Cross, Heartland Chapter, 402-342-7700
3. Nebraska State Patrol, Lincoln, 1-402-471-4545

Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster

4. County Extension Educator, Jim Carson, 402-267-2205

Can provide printed material on stress for individuals in disaster situations

5. Refer to Annex G, Attachment 1 in the Cass County LEOP for other counseling services

E. Additional Resources For Individual Assistance Services

1. NE Department of Social Services, 402-296-0000, (phone)
2. Salvation Army, 402-898-5947, (phone)
3. Nebraska Emergency Management Agency (after a Federal Disaster Declaration)

**VILLAGE
OF
EAGLE**

**OPERATIONS
PLAN**

**FOR
DISASTER
RESPONSE
AND
RECOVERY**

2003

VILLAGE OF EAGLE EMERGENCY PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE VILLAGE OF EAGLE

I. PURPOSE

- A. The Emergency Preparedness Mission for the Village of Eagle is to ensure the coordination of village resources to effectively respond to and *recover from a natural or manmade disaster* so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- B. This Plan identifies the primary disaster responsibilities of Eagle village officials and employees. This plan is intended to "supplement" the Cass County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

II. PLANNING FACTORS FOR THIS PLAN

A. All-Hazards Approach

This plan uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Eagle is susceptible to a number of hazards. Officials from the Village have identified eleven (11) possibilities; these are ranked as most probable below:

Communications Failure
HazMat (Transportation)
Ice Storm
Major Hail Storm
Major Highway Accident
Major Water Contamination
Major Wind Storm
Major Winter Storm
Natural Gas Explosion
Tornado
Water Failure/Storage

B. Vulnerable Populations

There are populations at risk in Eagle. These will require special considerations in warning, evacuation, and other areas of disaster response. The vulnerable populations are:

School

C. Primary Responsibility For Disaster Response and Recovery

1. The primary responsibility for the welfare of Eagle residents during a disaster rests with the Eagle Board Chair and the Eagle Board Members. The Chair will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.
2. In the absence of the Eagle Board Chair, the "established" line of succession will be:
 - a. Dick Weyers
 - b. Rick Weyers
 - c. James Cooper

III. BASIC DISASTER OPERATIONS

A. Operations - Warning Phase

1. At the alert of a disaster situation, the Cass County 911 Communications Center will begin notification of those on their "emergency notification list".
2. The public may be warned by sirens; sirens may be sounded by either the:
 - a. 911 Communications Center in Plattsmouth, or
 - b. Fire Station in Eagle.
3. Emergency information may be broadcast through local radio and television stations.
 - a. Radio stations that are commonly listened to by Eagle residents are listed in Attachment A to this PLAN.
 - b. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Eagle officials in broadcasting or faxing information to the media. A detailed media listing of radio/television stations as well as newspapers is included in Attachment 2 to Annex D in the Cass County LEOP.

B. Operations - Actual Disaster Overview

1. The first priority after a disaster has struck is lifesaving activities and subsequent preservation of property. First Responders will proceed to the

scene of the disaster as soon as possible. Initial requests for assistance in Field Operations will be channeled through the Communications Center.

2. After initial response, the Emergency Operating Center (EOC) will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC.
3. Other agencies and groups as Additional Disaster Services may be called upon to provide additional disaster services as the Village begins the process of recovery from the disaster.
4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

C. Operations - Departmental Responsibilities

The Village of Eagle has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass three areas:

1. Field Operations

- a. First Responders will provide the initial response to a disaster.
- b. First Responders normally include: a) Law Enforcement - Cass County Sheriff's Department; b) Eagle Fire Department; c) Emergency Medical Services and; d) Eagle Maintenance Department.
- c. These First Responders will use an Incident Command System. One of the First Responder disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.
- d. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of these Suggested Operating Guidelines.
- e. When the Emergency Operations Center is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials at the EOC.

2. Emergency Operations Center (EOC)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

- a. The Emergency Management Director, the Fire Chief, the Chair or Village Board members each have the authority to open the EOC for disaster operations. If any one of these is not available, their "line of succession" may assume authority in opening the EOC.
- b. The EOC Staff will work out of the Fire Station in Eagle. This location provides communications capability and space for support equipment for disaster operations; however, there is no auxiliary power. The telephone number is 402-781-2748.
 - 1) The alternate location for the EOC will be the Cass County Emergency Management EOC at 8400 144 Street, Weeping Water.
 - 2) If necessary, a mobile command vehicle may be used for coordinating disaster operations until an EOC can be readied; mobile command vehicles that could be used include:
 - a) The Plattsmouth Fire Department Mobile Command Vehicle (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)
- c. Staffing at the EOC will be determined by the severity of the situation. Representatives of different responding agencies may choose to be at the EOC for Briefings only. Staff can include, but is not limited to:
 - 1) Village Board Chair (plus Board Members, as needed)
 - 2) Emergency Management Director, Liaisons or designated representative
 - 3) Public Information Officer
 - 4) Damage Assessment Coordinator
 - 5) Resources/Volunteer Coordination
 - 6) Red Cross Representative
 - 7) Village Clerk, Village Attorney
 - 8) Representative from each of the First Responders

- 9) Representative from any of the Additional Disaster Services listed in Section VI that are responding to the disaster

3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field Command or the EOC Staff and can include areas such as public health coordination, counseling services, additional resources for heavy equipment. These Disaster Services are listed in Section VI of this PLAN.

- D. Field Operations and the Emergency Operations Center Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the Village of Eagle.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations by use of the following:

- a. Two-way radio
- b. Cellular phone
- c. Runners
- d. 911 Communications Center - Cass County
- e. 911 Center - Lincoln

- 1) The 911 Communications Center in Plattsmouth can assist Eagle in emergency communications through the following functions:

- a) Warning
- b) Notifications to include notifying First Responders, the County Emergency Management Director, Local Officials
- c) Coordination of emergency radio traffic

2. EOC Briefings

Response and recovery efforts will be planned at daily EOC Briefings. Each department or agency working the disaster may be required to send a representative to report activities in their area.

E. Operations - Administration

Under the direction of the Eagle Board Chair, the Village Clerk will document all expenses of the disaster operations. All 1) labor, 2) equipment, and 3) material expenditures for the disaster will be submitted to and documented by the Clerk. This will include:

1. Purchase or rent of needed equipment, materials, supplies for disaster operations,
2. All agreements and contracts on a temporary basis being recorded at the Clerk's Office,
3. Contracts for *permanent* repairs and/or new construction of public facilities following established, routine procedures.

IV. FIELD OPERATIONS

A. Primary Field Operational Control For The Disaster

1. All Village of Eagle personnel will become familiar with an Incident Command System. This Incident Command System will be used to ensure one point of contact for field coordination.
2. If the disaster operation dictates, the Incident Commander may select staging area(s). The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

1. In preparing these Suggested Operating Guidelines, Eagle officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each area may not need to be applied to every disaster. However, the list is not all inclusive; at the direction of the Village Board, Village personnel may be requested to perform other disaster duties.
2. The task assignments for Village personnel are written in general terms and purposely do not tell supervisors how to do their jobs. Each department should develop guidelines for their specific operations in a disaster situation.
3. During disaster response and disaster operations, the following services *may* be provided by:

C. Law Enforcement - Cass County Sheriff's Department (LEOP - Annex H)

The Cass County Sheriff's Department may provide the following services, dependent upon the disaster:

1. Warning, by public address system or door-to-door notification
2. Evacuation operations, including coordinating with Emergency Management for support in evacuation procedures

Evacuation can be ordered by:

- a. Incident Commander (on-scene, including the Fire Chief or Sheriff)
 - b. Village Board
 - c. Emergency Management Director
3. Traffic and crowd control
 4. Security and access control
 5. Sending a representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

D. Eagle Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene
2. Will assume primary operational control of fire suppression and explosions
3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials; as necessary, call a mutual aid fire department hazmat team and/or the Cass County Emergency Management Agency for assistance.
4. If properly trained, provide radiological monitoring at radiological accidents, including necessary coordination with NE Health Department (radiological area) and the Nebraska Emergency Management Agency
5. May implement Incident Command System
6. May request the EOC be opened for assistance in coordinating disaster response
7. Coordinate with Law Enforcement in search and rescue operations
8. Assist Law Enforcement in evacuation efforts

9. Assist Law Enforcement in warning by public address system or door-to-door
10. Assist Law Enforcement in crowd control/security of the disaster area
11. Assess need for other Village resources to respond and contact Incident Command; report this to the EOC
12. Implement mutual aid agreements with other jurisdictions, as needed
13. Coordinate staging area with the EOC
14. Provide back-up equipment for water pumping
15. Assist in safety inspections to assure the integrity of a structure before permitting re-occupancy
16. Send representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems
17. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC
18. Continue fire suppression operations for the remainder of the Village
19. Establish and maintain lines of succession

E. Emergency Medical Services - Chief Medical Officer (LEOP - Annex G)

Eagle has Emergency Medical Services (EMS) that will provide basic life support. Out of county Mutual Aid resources will provide advanced life support services.

1. May be among First Responders at disaster scene
2. Operate emergency medical units to provide emergency treatment to injured personnel at the scene
3. May implement Incident Command System
4. Conduct triage operations, if needed
5. Transport victims
 - a. Ground transport of injured will usually be to Hospitals in Omaha or Lincoln; check with Law Enforcement/EOC for open routes when responding

- b. Air ambulance service may be provided by Life Net (Omaha) or Star Care V (Lincoln)
 - c. Dead can be transported to funeral homes in Cass County, Lincoln or Otoe County.
 - 6. Implement mutual aid agreements with other jurisdictions, as necessary
 - 7. Is focal point for damage assessment pertaining to injured and dead
 - 8. Send representative to Briefings at the EOC; inform the EOC/Board Chair of any problems
 - 9. Continue emergency medical services for the remainder of the Village
 - 10. Establish/maintain lines of succession
- F. Village Maintenance Department (LEOP - Annex K)
- 1. The Village Maintenance Department includes these functions:
 - a. Streets
 - b. Water/Waste Water
 - c. Parks and Recreation
 - 2. The request to respond to a disaster may initially be recognized as a problem locally or a call may come from dispatch at the Cass County 911 Communications Center
 - 3. The Incident Commander may designate a staging area for First Responders that may include the Village Maintenance Department function and any mutual aid that has been requested. If a staging area is established, it will be coordinated with the EOC.
 - 4. Areas or key facilities that are *either* essential for disaster operations *or* have “vulnerable populations” that would require first considerations for restoration of services are:
 - a. Fire Station
 - b. Village Offices
 - c. Wells and Pump Tower
 - d. Waste Water

- e. Electric Substation
- 5. Village Maintenance may be requested to attend EOC Briefings; inform the EOC/Board Chair of any problems
- 6. If not being utilized in disaster operations, Village Maintenance may be required to assist other First Responders; equipment is listed in Attachment
- 7. Streets - Disaster Responsibilities
 - a. First priority after a disaster is to clear debris from routes needed for First Responders.
 - b. Close streets, if requested by Law Enforcement, to include transporting/erecting barricades, signs, and flags at control points established by Law Enforcement.
 - c. Post traffic directional signs, if needed, particularly for evacuation.
 - d. The Village Maintenance Department, after initial disaster response, may need to coordinate with the EOC and/or Village Board on priority work assignments for streets.
 - e. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings.
 - f. Clear debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants.
 - g. Perform priority repairs to streets.
 - h. Address drainage concerns.
 - i. Provide emergency repair and maintenance of vehicles and equipment during disaster operations.
 - j. If the disaster is extreme rainfall and flooding, notification of possible problems may come from the National Weather Service/911 Communications Center in Plattsmouth or from the Cass County Emergency Management Director monitoring threatening conditions. Village Maintenance and the Emergency Management Director will coordinate any needed sandbagging efforts.

8. Water/Waste Water - Disaster ResponsibilitiesWater

- a. Can assess each house individually
- b. Maintain water pressure and uncontaminated water supply
- c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire
- d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill
- e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made
- f. Coordinate water testing with the State Health and Human Services System
- g. Provide potable emergency water supply
 - 1) Assistance is available, upon request, from Cass County Emergency Management
 - 2) Operations can include:
 - a) Locate suitable containers (bulk milk trucks may be available); fill with uncontaminated water
 - b) Distribute to points as coordinated by the EOC
- h. Safety inspect water system

Waste Water

- a. Maintain sanitary sewer operations
- b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the water system
- c. Safety inspect waste water system if damaged from the disaster
- d. Contract for porta-johns and for their maintenance; assistance is available, upon request, from Cass County Emergency Management

9. Although not considered as first response, the following responsibilities have been included in the Village Maintenance function:
 - a. Parks and Recreation
 - 1) Survey damage to parks
 - 2) Determine priority of clean-up and repair with the Village Board at EOC Briefings
 - b. Debris Removal
 - 1) The Village Maintenance Department will primarily be responsible for ensuring timely removal of disaster debris
 - 2) Debris removal operations will be coordinated between Village Maintenance and the EOC/Emergency Management Director. On a daily basis, the Village of Eagle contracts local refuse haulers
 - 3) Disaster responsibilities in debris removal include, but are not limited to:
 - a) Meet the demand for greater disposal operations by requesting extended hours at the landfill, if needed
 - b) Obtain permission to dispose of normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items
 - c) In coordination with the Emergency Operations Center, establish temporary site for collection of debris
 - d) Will coordinate with the EOC in determining and establishing a tree burning area, if needed
 - e) Maintain "salvage depot" for unclaimed damaged property which is removed from public or private property
 - f) Determine if debris will be removed by Village employees from residential areas per Village policy
 - g) If it appears that the disaster may qualify for state or federal assistance, ensure that debris piles are photographed for documentation before disposal
 - h) Contact the railroad to move debris, if applicable

G. Other Utilities

1. Electricity

- a. Omaha Public Power District provides electricity to Eagle. The Eagle Emergency Management Liaison will automatically report any outages in the Village; telephone numbers to report outages are in Attachment A
- b. Determine extent of power failure throughout the Village
- c. Determine (situation dependent) the priority for restoring electricity to areas or key facilities; see list in F4 at the beginning of this section under Village Maintenance Department
- d. The Emergency Management Director may be requested to coordinate shelter to those residents in areas without electricity
- e. Provide emergency lighting where needed for disaster operations
- f. Coordinate use of emergency power generators with Emergency Management Director/EOC
- g. Omaha Public Power District will safety inspect electric systems on public and/or private buildings damaged from the disaster
- h. If necessary, may request a representative from OPPD at EOC Briefings

2. Natural Gas Service

- a. Aquila provides natural gas service to Eagle; telephone numbers to report problems are listed in Attachment A
- b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department
- c. Aquila will safety inspect their systems on public and/or private buildings damaged from the disaster

3. Telephone Service

- a. Alltel provides phone service to Eagle; disruption in service may be reported to the telephone numbers listed in Attachment A

- b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department

V. EMERGENCY OPERATIONS CENTER (EOC)

Responsibilities List For The Emergency Operations Center

A. Eagle Board Chair and Board Members (LEOP - Annex A)

Responsibilities of the Chair and the Board Members during disaster operations may include, but are not limited to:

1. Make executive decisions; establish policy needed to effectively respond to the disaster
2. Exercise emergency powers; provide policy decisions
3. Sign Disaster Declaration
4. Exercise final authority on subjects such as:
 - Curfews
 - Price restrictions
 - Standards for contractors, craftsmen
 - Temporary waivers for land use
 - Other related legal responsibilities
 - Evacuation decision
5. Approve emergency legislation for the Village
6. Chair or Board Member (as well as Fire Chief, Emergency Management Director) may activate the EOC

B. Board Chair of Eagle

The Eagle Board Chair will coordinate with the Emergency Management Director in providing the direction and control function for disaster operations. In the absence of the Chair, an appointed Board Member will perform the Chair's disaster operations duties.

The responsibilities of the Eagle Board Chair may include, but are not limited to:

1. Coordinate with the Village Board Members and the Emergency Management Director during disaster operations
2. The Board Chair may be alerted of a disaster situation by either the local Emergency Management Director or the 911 Communications Center
3. May activate the EOC
4. Report to the EOC to monitor the disaster incident through situation reports and data coming into the EOC. Visit the various areas of the disaster, as necessary
5. In conjunction with the Emergency Management Director, determine EOC staffing
6. Emergency Public Information (LEOP - Annex D)
 - a. The Board Chair *will ensure* that the public is given timely and accurate information through a designated Public Information Officer (PIO). The function of the PIO can be accomplished by either the:
 - 1) Village Board Chair
 - 2) Village Board Member
 - 3) Village Clerk
 - 4) Fire Chief
 - b. When requested, Cass County Emergency Management can assist in emergency public information activities
 - c. Emergency public information responsibilities include:
 - 1) An "Information Center" to release emergency directions and information to the news media. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Eagle officials. Radio stations and the local newspaper are listed in Attachment A to this PLAN; a complete listing of radio, television, and newspapers that can be used by PIOs is contained in Annex D, Attachment 2 in the Cass County LEOP

- 2) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as needed, at the Emergency Operating Center or at a location as dictated by the disaster
 - d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information
 - e. Serve as the source through which the media will gain access to public officials, if required
 - f. Provide current and accurate information to the general public making inquiries
 - 1) Publicize telephone number, 402-781-2748, where official disaster information can be obtained by the public; the Village Clerk will coordinate these calls

Pre-disaster: educate/alert public to use cell phones for non-emergency calls after a disaster event

 - 2) Provide a daily "rumor control" sheet with information pertinent to the disaster for the person taking calls; allow this person to attend EOC Briefings
7. Provide over-all coordination of Village resources and purchasing for handling the disaster effort
8. In conjunction with needs of Field Operations and Emergency Management:
 - a. Recruit any Village resources not involved in disaster response who could assist in emergency duties
 - b. Provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.
 - c. Ensure safety of Village and emergency workers by: 1) establishing shifts; 2) may provide rest/break area for workers; 3) may establish a day care center for children of emergency workers (and/or victims)
9. Maintain current inventory and resource list of emergency equipment and supplies.
10. Coordinate Village resources that may be used in disaster response/recovery
11. Coordinate with Village Attorney on any legal emergency matters

12. Respond to official inquiries
13. In conjunction with Village Maintenance, ensure coordination with representatives from each utility:
 - a. Electricity: Omaha Public Power District
 - b. Gas: Aquila
 - c. Telephone: Alltel
 - d. Coordination activity may include:
 - 1) Survey and report general damage to appropriate utility
 - 2) Determine priority of response/restoration, if needed
14. If a number of public buildings and/or streets have been affected by the disaster, assist in prioritizing return to service
15. Ensure the Cass County Building Inspector or emergency inspection teams, assisting in Damage Assessment, has designated someone to document damage through photographs should there later be an application for state or federal assistance
16. Ensure in conjunction with the Village Maintenance Department that debris removal is conducted; ensure debris piles are photographed or video-taped before disposal if it is likely there will be application for state or federal assistance
17. In conjunction with the Clerk, ensure that all expenses for the disaster are documented by the Village Clerk
18. Assist the Emergency Management Director in determining location for distribution of potable water and request Village Maintenance/Health Department provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water
19. Work with the Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation
20. Coordinate with the Cass County Building Inspector or emergency inspection teams in recovery and rebuilding efforts
21. Advise disaster victims of temporary emergency housing

22. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money
23. Ensure the Maintenance Department establishes a "salvage depot" for unclaimed items

C. Cass County Emergency Management Director

The Cass County Emergency Management Director/liaison or designated representative will act as a disaster operations advisor to the Village Chair and Board. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Village Chair and Board.

Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for the readiness of the Emergency Operations Center to include adequate communications, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location, as needed
2. May activate the EOC; assume overall coordination of emergency operations of disaster response/recovery
3. In conjunction with the Village Chair, determine who is needed on the EOC Staff
4. Maintain a current call-down list of EOC Staff; call-in may be accomplished locally or by the 911 Communications Center
5. Coordinate additional communications support, if needed, with the Cass County Emergency Management Director
6. In coordination with the Village Board Chair, ensure that timely emergency information is given to the public by the designated Public Information Officer
7. Designate someone to track and record disaster events on a status board or flip chart; plot area of destruction on map
8. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with Village Officials how often Briefings are needed
9. Coordinate with Village resources as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid, and with Cass County government, as the situation dictates

10. Flooding

- a. If the danger is extreme rainfall and flooding, notification of possible problems may initially come from the 911 Communications Center, the National Weather Service, and/or from personal observation in Eagle; the Cass County Emergency Management Director has a pager and radio scanner and will monitor weather conditions
- b. Implement flood watch procedures during periods of heavy rains/flooding as well as report rainfall and/or flood stages to Cass County Emergency Management Director
- c. During flooding conditions, coordinate with the Maintenance Department in sandbagging operations for public buildings/entities

11. Support evacuation (LEOP - Annex E)

- a. Select shelters
- b. Request designated Public Information Officer to provide emergency information to the public concerning an evacuation
- c. Coordinate transportation that may be required by residents for evacuation; transportation to shelter may be provided by:
 - 1) Eagle School
 - 2) Volunteers
 - 3) Additional school buses - call Cass County Emergency Management
 - 4) Eastern Nebraska Office on Aging Handi-Bus Service
 - 5) Mutual aid resources
 - 6) The telephone number that the public can call for transportation assistance is the Village Clerk's Office 402-781-2748
- d. Advise in selection of assembly points for transportation

12. Coordinate shelter operations (LEOP - Annex I)

- a. American Red Cross

- 1) The Cass County Emergency Management Liaison will request services of the Red Cross *either through* the Cass County Emergency Management Director *or directly* from the Heartland Chapter of the American Red Cross in Omaha (402-343-7700, 24-hour number). The ARC will open shelter(s) and provide traditional emergency needs of evacuees:
 - * shelter - cots, blankets
 - * first aid
 - * food (from local stores)
 - * damage assessment
 - * emergency family services
 - clothing
 - financial assistance
 - counseling
- 2) No pets (except service animals, ie. seeing-eye dogs) will be allowed in shelters
- 3) Red Cross will send a representative to EOC Briefings
- b. May provide counseling services at shelters, if needed
13. Recommend that the Village Chair/Board declare an emergency; prepare the Disaster Declaration for signature of Eagle Village Board Chair and witness of the Village Clerk; see Attachment 3 in Annex A of the LEOP
14. Coordinate with Village Attorney on any legal emergency matters
15. Coordinate with such organizations as the Red Cross, Social Services, Cass County Senior Citizens associated with the Eastern Nebraska Office on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery
16. May assist Field Operations in identifying staging areas
17. Disseminate "identification cards"; assistance may be requested from Cass County Emergency Management; ID cards should be made available for:
 - a. Emergency workers
 - b. Volunteers
 - c. Disaster area residents

- d. Appointed/elected officials

18. Organize the volunteer force

- a. Board's will organize "on-the-spot" volunteers or will, if needed, request volunteer workers through the Public Information Officer
 - b. Guidelines for organizing a volunteer work force are included in Attachment 3 to Annex L in the Cass County LEOP or in PERS 1-11 in the Cass County Emergency Management Agency SOP Manual.
19. Coordinate with the Board Chair in determining *location* for distribution of potable water; assure the public is notified concerning availability and location of water by the designated Public Information Officer
20. Work with the Village Chair/Board in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation
21. Make formal request to the next higher level of government, Cass County, for assistance if disaster response is beyond the capability of the Village
22. Provide training for personnel who will respond to a disaster
23. Annually review/update these Suggested Operating Guidelines for the Village of Eagle

D. Village Attorney

- 1. Provide emergency legal counsel to Village officials on subjects such as:
 - Curfews
 - Price restrictions
 - Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
 - Temporary waivers for land use
 - Other related legal duties
- 2. Draft emergency legislation for the Village
- 3. Provide assistance in negotiating contracts for emergency services

E. Damage Assessment (LEOP - Annex C)

The Eagle Village Board Chair may either coordinate damage assessment efforts or request assistance from the Cass County Building Inspector or emergency inspection teams through the Cass County Emergency Management Director. Responsibilities in conducting damage assessment may include, but are not limited to:

1. Coordinate damage assessment, using the forms in Attachments 1 - 4 from Annex C in the Cass County LEOP; damage assessment will be conducted for:
 - a) Public entities
 - b) Homes
 - c) Businesses
2. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained
3. Work with the American Red Cross damage assessment team to assure *all homes* have been surveyed for damage
4. In conjunction with Cass County Emergency Management Agency and the Board Chair, assure someone is designated to photograph and record general public and private damage should there be an application for state or federal assistance
5. Compile all damage assessment reports into a summary document for use by EOC Staff
6. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing
7. Coordinate, as necessary, with utility services on safety inspection of their respective system on public buildings damaged from the disaster
8. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work
9. Assure that rebuilding is in compliance with the Village's development plan
10. Establish a point of contact for insurance adjusters and influx of builders and repairmen

11. Coordinate with local/area contractors and lumberyards to restore damaged public facilities
12. Ensure correct procedures for needed structural engineering services
13. Ensure all incoming contractors register through the Village Clerk's Office

F. Village Clerk

1. Witness Disaster Declaration
2. Track and document all expenses for disaster operations for the Village to include:
 - a. Labor (regular and overtime)
 - b. Equipment
 - c. Materials (to include parts and supplies used from the Village's inventory)
3. Assign (at the time of the disaster) an account number for emergency expenditures
4. When a disaster is declared by the Village Board Chair, implement policy concerning authority to Village departments to purchase or lease emergency supplies and/or equipment
5. Make emergency purchases, as required
6. In conjunction with the Chair, prepare necessary documentation required for state and federal disaster assistance applications

VI. ADDITIONAL DISASTER SERVICES

The following may support disaster operations. Responsibilities include, but are not limited to:

A. Public Health Coordination – State Dept. of Health (LEOP - Annex G)

1. Assume primary operational control for health related emergencies such as pollution, contamination, diseases, and epidemics
2. Coordinate mass inoculations; i.e, tetanus shots

3. Provide for food and drink purification
4. Contact Nebraska Health and Human Services System for inspections of contaminated food
5. Provide vector control
6. Inspect and control sanitary conditions

B. Eagle School - Superintendent

1. Pre-disaster: provide emergency safety education/drills in school for students and staff
2. Be prepared to evacuate and relocate children from school, if situation dictates; facilities need to be identified for relocation
3. Broadcast emergency school information, normally over local Radio and News Media
4. Perform initial damage assessment of affected school facilities
5. May furnish buses/vans and driver(s) for evacuation
6. May make school facilities available as evacuation shelter, staging area, morgue, as required
7. Be prepared to recall needed staff should a school facility be designated for disaster operations

C. Additional Heavy Equipment Resources

1. For a list of heavy equipment available from other towns in Cass County, refer to Cass County Emergency Management Director
2. Contact the Cass County Emergency Management Director for additional heavy equipment resources, as needed

D. Additional Counseling Resources

1. Churches
 - a. Local pastors
2. American Red Cross, Heartland Chapter, 402-342-7700
3. Nebraska State Patrol, Lincoln, 1-402-471-4545

Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster

4. County Extension Educator, Jim Carson, 402-267-2205. Can provide printed material on stress for individuals in disaster situations
5. Refer to Annex G, Attachment 1 in the Cass County LEOP for other counseling services

E. Additional Resources For Individual Assistance Services

1. Senior Citizens Center, Eagle, 402-781-2468
2. NE Department of Social Services, 402-296-0000
3. Salvation Army, 402-898-5947
4. Nebraska Emergency Management Agency (after a Federal Disaster Declaration)

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**VILLAGE
OF
ELMWOOD**

**OPERATIONS
PLAN**

**FOR
DISASTER
RESPONSE
AND
RECOVERY**

2003

VILLAGE OF ELMWOOD EMERGENCY PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE VILLAGE OF ELMWOOD

I. PURPOSE

- A. The Emergency Preparedness Mission for the Village of Elmwood is to ensure the coordination of village resources to effectively respond to and recover from a natural or manmade disaster so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- B. This Plan identifies the primary disaster responsibilities of Elmwood village officials and employees. This plan is intended to "supplement" the Cass County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

II. PLANNING FACTORS FOR THIS PLAN

A. All-Hazards Approach

This plan uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Elmwood is susceptible to a number of hazards. Officials from the Village have identified 14 possibilities; these are ranked as most probable below:

Aircraft Crash/Bomb Threat
Communications Failure/Major Explosion
Major Construction Accident/Major Fire - Urban
Major/Prolonged Power Failure/Water Failure/Storage
Natural Gas Explosion/Major Highway Accident
Flood/Flash Flood
HazMat (Transportation)/HazMat (Storage)
Tornado/Major Wind Storm
Major Hail Storm/Ice Storm
Major Winter Storm/Major Water Contamination

B. Vulnerable Populations

There are populations at risk in Elmwood. These will require special considerations in warning, evacuation, and other areas of disaster response. The vulnerable populations are:

School Day Care Centers

C. Primary Responsibility For Disaster Response and Recovery

1. The primary responsibility for the welfare of Elmwood residents during a disaster rests with the Elmwood Board Chair and the Elmwood Board Members. The Chair will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.
2. In the absence of the Elmwood Board Chair, the "established" line of succession will be:
 - a. Vice Chair
 - b. Street Committee
 - c. Water / Sewer Committee

III. BASIC DISASTER OPERATIONS

A. Operations - Warning Phase

1. At the alert of a disaster situation, the Cass County 911 Communications Center will begin notification of those on their "emergency notification list".
2. The public may be warned by sirens; sirens may be sounded by either the:
 - a. 911 Communications Center in Plattsmouth, or
 - b. Fire Station in Elmwood.
3. Emergency information may be broadcast through local radio and television stations.
 - a. Radio stations that are commonly listened to by Elmwood residents are listed in Attachment A to this PLAN.
 - b. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Elmwood officials in broadcasting or faxing information to the media. A detailed media listing of radio/television stations as well as newspapers is included in Attachment 2 to Annex D in the Cass County LEOP.

B. Operations - Actual Disaster Overview

1. The first priority after a disaster has struck is lifesaving activities and subsequent preservation of property. First Responders will proceed to the scene of the disaster as soon as possible. Initial requests for assistance in Field Operations will be channeled through the Communications Center.
2. After initial response, the Emergency Operating Center (EOC) will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC.
3. Other agencies and groups as Additional Disaster Services may be called upon to provide additional disaster services as the Village begins the process of recovery from the disaster.
4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

C. Operations - Departmental Responsibilities

The Village of Elmwood has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass *three* areas:

1. Field Operations
 - a. First Responders will provide the initial response to a disaster.
 - b. First Responders normally include: a) Law Enforcement - Cass County Sheriff's Department; b) Elmwood Fire Department; c) Emergency Medical Services and; d) Elmwood Maintenance Department.
 - c. These First Responders will use an Incident Command System. One of the First Responder disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.
 - d. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of these Suggested Operating Guidelines.
 - e. When the Emergency Operations Center is activated, field operations will coordinate with the EOC; although the EOC will not dictate field

actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials at the EOC.

2. Emergency Operations Center (EOC)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

- a. The Emergency Management Director, the Fire Chief, the Chair or Village Board members each have the authority to open the EOC for disaster operations. If any one of these is not available, their "line of succession" may assume authority in opening the EOC.
- b. The EOC Staff will work out of the Elmwood Fire Station in Elmwood. This location provides communications capability and space for support equipment for disaster operations; however, there is auxiliary power. The telephone number is 994-2015.
 - 1) The *alternate location* for the EOC will be the Cass County Emergency Management EOC at 8400 144 Street, Weeping Water.
 - 2) If necessary, a *mobile command vehicle* may be used for coordinating disaster operations until an EOC can be readied; mobile command vehicles that could be used include:
 - a) The Plattsmouth Fire Department Mobile Command Vehicle (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)
- c. Staffing at the EOC will be determined by the severity of the situation. Representatives of different responding agencies may choose to be at the EOC for Briefings only. Staff can include, but is not limited to:
 - 1) Village Board Chair (plus Board Members, as needed)
 - 2) Emergency Management Director(s)
 - 3) Public Information Officer
 - 4) Damage Assessment Coordinator
 - 5) Resources/Volunteer Coordination
 - 6) Red Cross Representative
 - 7) Village Clerk, Village Attorney

- 8) Representative from each of the First Responders
- 9) Representative from any of the Additional Disaster Services listed in Section VI that are responding to the disaster

3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field Command or the EOC Staff and can include areas such as public health coordination, counseling services, additional resources for heavy equipment. These Disaster Services are listed in Section VI of this PLAN.

D. Field Operations and the Emergency Operations Center Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the Village of Elmwood.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations by use of the following:
 - a. Two-way radio
 - b. Cellular phone
 - c. Runners
 - d. 911 Communications Center - Cass County
 - 1) The 911 Communications Center in Plattsmouth can assist Elmwood in emergency communications through the following functions:
 - a) Warning
 - b) Notifications to include notifying First Responders, the County Emergency Management Director, Local Officials
 - c) Coordination of emergency radio traffic

2. EOC Briefings

Response and recovery efforts will be planned at daily EOC Briefings. Each department or agency working the disaster may be required to send a representative to report activities in their area.

E. Operations - Administration

Under the direction of the Elmwood Board Chair, the Village Clerk will document all expenses of the disaster operations. All 1) labor, 2) equipment, and 3) material expenditures for the disaster will be submitted to and documented by the Clerk. This will include:

1. Purchase or rent of needed equipment, materials, supplies for disaster operations,
2. All agreements and contracts on a *temporary* basis being recorded at the Clerk's Office,
3. Contracts for *permanent* repairs and/or new construction of public facilities following established, routine procedures.

IV. FIELD OPERATIONS

A. Primary Field Operational Control For The Disaster

1. All Village of Elmwood personnel will become familiar with an Incident Command System. This Incident Command System will be used to ensure *one point of contact* for field coordination.
2. If the disaster operation dictates, the Incident Commander may select *staging area(s)*. The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

1. In preparing these Suggested Operating Guidelines, Elmwood officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each area may not need to be applied to every disaster. However, the list is not all inclusive; at the direction of the Village Board, Village personnel may be requested to perform other disaster duties.
2. The task assignments for Village personnel are written in general terms and purposely do not tell supervisors how to do their jobs. Each department should develop guidelines for their specific operations in a disaster situation.
3. During disaster response and disaster operations, the following services *may* be provided by:

C. Law Enforcement - Cass County Sheriff's Department (LEOP - Annex H)

The Cass County Sheriff's Department may provide the following services, dependent upon the disaster:

1. Warning, by public address system or door-to-door notification
2. Evacuation operations, including coordinating with Emergency Management for support in evacuation procedures

Evacuation can be ordered by:

- a. Incident Commander (on-scene, including the Fire Chief or Sheriff)
 - b. Village Board
 - c. Emergency Management Director
3. Traffic and crowd control
 4. Security and access control
 5. Sending a representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

D. Elmwood Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene
2. Will assume primary operational control of fire suppression and explosions
3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials; as necessary, call a mutual aid fire department hazmat team and/or the Cass County Emergency Management Agency for assistance.
4. If properly trained, provide radiological monitoring at radiological accidents, including necessary coordination with NE Health Department (radiological area) and the Nebraska Emergency Management Agency
5. May implement Incident Command System
6. May request the EOC be opened for assistance in coordinating disaster response
7. Coordinate with Law Enforcement in search and rescue operations

8. Assist Law Enforcement in evacuation efforts
9. Assist Law Enforcement in warning by public address system or door-to-door
10. Assist Law Enforcement in crowd control/security of the disaster area
11. Assess need for other Village resources to respond and contact Incident Command; report this to the EOC
12. Implement mutual aid agreements with other jurisdictions, as needed
13. Coordinate staging area with the EOC
14. Provide back-up equipment for water pumping
15. Assist in safety inspections to assure the integrity of a structure before permitting re-occupancy
16. Send representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems
17. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC
18. Continue fire suppression operations for the remainder of the Village
19. Establish and maintain lines of succession

E. Emergency Medical Services - Chief Medical Officer (LEOP - Annex G)

Elmwood has Emergency Medical Services (EMS) that will provide basic life support. Out of county Mutual Aid resources will provide advanced life support services.

1. May be among First Responders at disaster scene
2. Operate emergency medical units to provide emergency treatment to injured personnel at the scene
3. May implement Incident Command System
4. Conduct triage operations, if needed
5. Transport victims

- a. Ground transport of injured will usually be to Hospitals in Omaha or Lincoln; check with Law Enforcement/EOC for open routes when responding
 - b. Air ambulance service may be provided by Life Net (Omaha) or Star Care V (Lincoln)
 - c. Dead can be transported to funeral homes in Cass County:
 6. Implement mutual aid agreements with other jurisdictions, as necessary
 7. Is focal point for damage assessment pertaining to injured and dead
 8. Send representative to Briefings at the EOC; inform the EOC/Board Chair of any problems
 9. Continue emergency medical services for the remainder of the Village
 10. Establish/maintain lines of succession
- F. Village Maintenance Department (LEOP - Annex K)
1. The Village Maintenance Department includes these functions:
 - a. Streets
 - b. Water/Waste Water
 - c. Parks and Recreation
 2. The request to respond to a disaster may initially be recognized as a problem locally or a call may come from dispatch at the Cass County 911 Communications Center
 3. The Incident Commander may designate a staging area for First Responders that may include the Village Maintenance Department function and any mutual aid that has been requested. If a staging area is established, it will be coordinated with the EOC.
 4. Areas or key facilities that are *either* essential for disaster operations *or* have “vulnerable populations” that would require first considerations for restoration of services are:
 - a. water wells
 - b. electricity

5. Village Maintenance may be requested to attend EOC Briefings; inform the EOC/Board Chair of any problems
6. If not being utilized in disaster operations, Village Maintenance may be required to assist other First Responders.

7. Streets - Disaster Responsibilities

- a. First priority after a disaster is to clear debris from routes needed for First Responders
- b. Close streets, if requested by Law Enforcement, to include transporting/erecting barricades, signs, and flags at control points established by Law Enforcement
- c. Post traffic directional signs, if needed, particularly for evacuation
- d. The Village Maintenance Department, after initial disaster response, may need to coordinate with the EOC and/or Village Board on priority work assignments for streets
- e. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings
- f. Clear debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants
- g. Perform priority repairs to streets
- h. Address drainage concerns
- i. Provide emergency repair and maintenance of vehicles and equipment during disaster operations
- j. If the disaster is extreme rainfall and flooding, notification of possible problems may come from the National Weather Service/911 Communications Center in Plattsmouth or from the Cass County Emergency Management Director monitoring threatening conditions. Village Maintenance and the Emergency Management Director will coordinate any needed sandbagging efforts

8. Water/Waste Water - Disaster Responsibilities

Water

- a. Can assess each house individually

- b. Maintain water pressure and uncontaminated water supply
- c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire
- d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill
- e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made
- f. Coordinate water testing with the State Health and Human Services System
- g. Provide potable emergency water supply
 - 1) Assistance is available, upon request, from Cass County Emergency Management
 - 2) Operations can include:
 - a) Locate suitable containers (bulk milk trucks may be available); fill with uncontaminated water
 - b) Distribute to points as coordinated by the EOC
- h. Safety inspect water system

Waste Water

- a. Maintain sanitary sewer operations
 - b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the water system
 - c. Safety inspect waste water system if damaged from the disaster
 - d. Contract for porta-johns and for their maintenance; assistance is available, upon request, from Cass County Emergency Management
9. Although not considered as first response, the following responsibilities have been included in the Village Maintenance function:
- a. Parks and Recreation
 - 1) Survey damage to parks

- 2) Determine priority of clean-up and repair with the Village Board at EOC Briefings
- b. Debris Removal
 - 1) The Village Maintenance Department will primarily be responsible for ensuring timely removal of disaster debris
 - 2) Debris removal operations will be coordinated between Village Maintenance and the EOC/Emergency Management Director. On a daily basis, the Village of Elmwood contracts local refuse haulers
- 3) Disaster responsibilities in debris removal include, but are not limited to:
 - a) In coordination with the Emergency Operations Center, establish temporary site for collection of debris
 - b) Will coordinate with the EOC in determining and establishing a tree burning area, if needed
 - c) Maintain "salvage depot" for unclaimed damaged property which is removed from public or private property
 - d) Determine if debris will be removed by Village employees from *residential areas* per Village policy
 - e) If it appears that the disaster may qualify for state or federal assistance, ensure that debris piles are photographed for documentation before disposal
 - f) Contact the railroad to move debris, if applicable

G. Other Utilities

1. Electricity

- a. Omaha Public Power District provides electricity to Elmwood. The Elmwood Emergency Management Liaison will automatically report any outages in the Village; telephone numbers to report outages are in Attachment A
- b. Determine extent of power failure throughout the Village
- c. Determine (situation dependent) the priority for restoring electricity to areas or key facilities; see list in F4 at the beginning of this section under Village Maintenance Department

- d. The Emergency Management Director may be requested to coordinate shelter to those residents in areas without electricity
- e. Provide emergency lighting where needed for disaster operations
- f. Coordinate use of emergency power generators with Emergency Management Director/EOC
- g. Omaha Public Power District will safety inspect electric systems on public and/or private buildings damaged from the disaster
- h. If necessary, may request a representative from OPPD at EOC Briefings

2. Natural Gas Service

- a. Aquila provides natural gas service to Elmwood; telephone numbers to report problems are listed in Attachment A
- b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department
- c. Aquila will safety inspect their systems on public and/or private buildings damaged from the disaster

3. Telephone Service

- a. Alltel provides phone service to Elmwood; disruption in service may be reported to the telephone numbers listed in Attachment A
- b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department

V. EMERGENCY OPERATIONS CENTER (EOC)

Responsibilities List For The Emergency Operations Center

A. Elmwood Village Board Chair and Board Members (LEOP - Annex A)

Responsibilities of the Chair and the Board Members during disaster operations may include, but are not limited to:

- 1. Make executive decisions; establish policy needed to effectively respond to the disaster

2. Exercise emergency powers; provide policy decisions
3. Sign Disaster Declaration
4. Exercise final authority on subjects such as:
 - Curfews
 - Price restrictions
 - Standards for contractors, craftsmen
 - Temporary waivers for land use
 - Other related legal responsibilities
 - Evacuation decision
5. Approve emergency legislation for the Village
6. Chair or Board Member (as well as Fire Chief, Emergency Management Director) may activate the EOC

B. Board Chair of Elmwood

The Elmwood Board Chair will coordinate with the Emergency Management Director in providing the direction and control function for disaster operations. In the absence of the Chair, an appointed Board Member will perform the Chair's disaster operations duties.

The responsibilities of the Elmwood Board Chair may include, but are not limited to:

1. Coordinate with the Village Board Members and the Emergency Management Director during disaster operations
2. The Board Chair may be alerted of a disaster situation by either the local Emergency Management Director or the 911 Communications Center
3. May activate the EOC
4. Report to the EOC to monitor the disaster incident through situation reports and data coming into the EOC. Visit the various areas of the disaster, as necessary
5. In conjunction with the Emergency Management Director, determine EOC staffing

6. Emergency Public Information (LEOP - Annex D)
 - a. The Board Chair *will ensure* that the public is given timely and accurate information through a designated Public Information Officer (PIO). The function of the PIO can be accomplished by either the:
 - 1) Village Board Chair
 - 2) Village Board Member
 - 3) Village Clerk
 - b. When requested, Cass County Emergency Management can assist in emergency public information activities
 - c. Emergency public information responsibilities include:
 - 1) An "Information Center" to release emergency directions and information to the news media. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Elmwood officials. Radio stations and the local newspaper are listed in Attachment A to this PLAN; a complete listing of radio, television, and newspapers that can be used by PIOs is contained in Annex D, Attachment 2 in the Cass County LEOP
 - 2) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as needed, at the Emergency Operating Center or at a location as dictated by the disaster
 - d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information
 - e. Serve as the source through which the media will gain access to public officials, if required
 - f. Provide current and accurate information to the general public making inquiries
 - 1) Publicize telephone number, 994-6705, where official disaster information can be obtained by the public; the Village Clerk will coordinate these calls
 - 2) Provide a daily "rumor control" sheet with information pertinent to the disaster for the person taking calls; allow this person to attend EOC Briefings

7. Provide over-all coordination of Village resources and purchasing for handling the disaster effort
8. In conjunction with needs of Field Operations and Emergency Management:
 - a. Recruit any Village resources not involved in disaster response who could assist in emergency duties
 - b. Provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.
 - c. Ensure safety of Village and emergency workers by: 1) establishing shifts; 2) may provide rest/break area for workers; 3) may establish a day care center for children of emergency workers (and/or victims)
9. Maintain current inventory and resource list of emergency equipment and supplies
10. Coordinate Village resources that may be used in disaster response/recovery
11. Coordinate with Village Attorney on any legal emergency matters
12. Respond to official inquiries
13. In conjunction with Village Maintenance, ensure coordination with representatives from each utility:
 - a. Electricity: Omaha Public Power District
 - b. Gas: Aquila
 - c. Telephone: Alltel
 - d. Coordination activity may include:
 - 1) Survey and report general damage to appropriate utility
 - 2) Determine priority of response/restoration, if needed
14. If a number of public buildings and/or streets have been affected by the disaster, assist in prioritizing return to service
15. Ensure the Cass County Building Inspector or emergency inspection teams, assisting in Damage Assessment, has designated someone to document damage through photographs should there later be an application for state or federal assistance

16. Ensure in conjunction with the Village Maintenance Department that debris removal is conducted; ensure debris piles are photographed or video-taped before disposal if it is likely there will be application for state or federal assistance
17. In conjunction with the Clerk, ensure that all expenses for the disaster are documented by the Village Clerk
18. Assist the Emergency Management Director in determining location for distribution of potable water and request Village Maintenance/Health Department provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water
19. Work with the Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation
20. Coordinate with the Cass County Building Inspector or emergency inspection teams in recovery and rebuilding efforts
21. Advise disaster victims of temporary emergency housing
22. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money
23. Ensure the Maintenance Department establishes a "salvage depot" for unclaimed items

C. Cass County Emergency Management Director

The Cass County Emergency Management Director will act as a disaster operations advisor to the Village Chair and Board. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Village Chair and Board.

Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for the readiness of the Emergency Operations Center to include adequate communications, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location, as needed
2. May activate the EOC; assume overall coordination of emergency operations of disaster response/recovery

3. In conjunction with the Village Chair, determine who is needed on the EOC Staff
4. Maintain a current call-down list of EOC Staff; call-in may be accomplished locally or by the 911 Communications Center
5. Coordinate additional communications support, if needed, with the Cass County Emergency Management Director
6. In coordination with the Village Board Chair, ensure that timely emergency information is given to the public by the designated Public Information Officer
7. Designate someone to track and record disaster events on a status board or flip chart; plot area of destruction on map
8. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with Village Officials how often Briefings are needed
9. Coordinate with Village resources as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid, and with Cass County government, as the situation dictates
10. Flooding
 - a. The danger is extreme rainfall and flooding, notification of possible problems may initially come from the 911 Communications Center, the National Weather Service, and/or from personal observation in Elmwood; the Cass County Emergency Management Director has a pager and radio scanner and will monitor weather conditions
 - b. Implement flood watch procedures during periods of heavy rains/flooding as well as report rainfall and/or flood stages to Cass County Emergency Management Director
 - c. During flooding conditions, coordinate with the Maintenance Department in sandbagging operations for public buildings/entities
11. Support evacuation (LEOP - Annex E)
 - a. Select shelters
 - b. Request designated Public Information Officer to provide emergency information to the public concerning an evacuation
 - c. Coordinate transportation that may be required by residents for evacuation; transportation to shelter may be provided by:

- 1) Elmwood School
 - 2) Volunteers
 - 3) Additional school buses - call Cass County Emergency Management
 - 4) Eastern Nebraska Office on Aging Handi-Bus Service
 - 5) Mutual aid resources
 - 6) The telephone number that the public can call for transportation assistance is the Village Clerk's Office, 402-994-6705
- d. Advise in selection of assembly points for transportation
12. Coordinate shelter operations (LEOP - Annex I)
- a. American Red Cross
- 1) The Cass County Emergency Management Liaison will request services of the Red Cross *either through* the Cass County Emergency Management Director *or directly* from the Heartland Chapter of the American Red Cross in Omaha (402-343-7700, 24-hour number). The ARC will open shelter(s) and provide traditional emergency needs of evacuees:
 - * shelter - cots, blankets * first aid
 - * food (from local stores) * damage assessment
 - * emergency family services
 - clothing
 - financial assistance
 - counseling
 - 2) No pets (except service animals, ie. seeing-eye dogs) will be allowed in shelters
 - 3) Red Cross will send a representative to EOC Briefings
- b. May provide counseling services at shelters, if needed

13. Recommend that the Village Chair/Board declare an emergency; prepare the Disaster Declaration for signature of Elmwood Village Board Chair and witness of the Village Clerk; see Attachment 3 in Annex A of the LEOP
14. Coordinate with Village Attorney on any legal emergency matters
15. Coordinate with the such organizations as the Red Cross, Social Services, Cass County Senior Citizens associated with the Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery
16. May assist Field Operations in identifying staging areas
17. Disseminate "identification cards"; assistance may be requested from Cass County Emergency Management; ID cards should be made available for:
 - a. Emergency workers
 - b. Volunteers
 - c. Disaster area residents
 - d. Appointed/elected officials
18. Organize the volunteer force
 - a. Elmwood's village chair and/or fire chief will organize "on-the-spot" volunteers or will, if needed, request volunteer workers through the Public Information Officer
 - b. Guidelines for organizing a volunteer work force are included in Attachment 3 to Annex L in the Cass County LEOP or in Pers. 1-11 in the Cass County Emergency Management Agency SOP Manual.
19. Coordinate with the Board Chair in determining *location* for distribution of potable water; assure the public is notified concerning availability and location of water by the designated Public Information Officer
20. Work with the Village Chair/Board in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation
21. Make formal request to the next higher level of government, Cass County, for assistance if disaster response is beyond the capability of the Village
22. Provide training for personnel who will respond to a disaster

23. Annually review/update these Suggested Operating Guidelines for the Village of Elmwood

D. Village Attorney

1. Provide emergency legal counsel to Village officials on subjects such as:
 - Curfews
 - Price restrictions
 - Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
 - Temporary waivers for land use
 - Other related legal duties
2. Draft emergency legislation for the Village
3. Provide assistance in negotiating contracts for emergency services

E. Damage Assessment (LEOP - Annex C)

The Elmwood Village Board Chair may either coordinate damage assessment efforts or request assistance from the Cass County Building Inspector or emergency inspection teams through the Cass County Emergency Management Director. Responsibilities in conducting damage assessment may include, but are not limited to:

1. Coordinate damage assessment, using the forms in Attachments 1 - 4 from Annex C in the Cass County LEOP; damage assessment will be conducted for:
 - a) Public entities
 - b) Homes
 - c) Businesses
2. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained
3. Work with the American Red Cross damage assessment team to assure *all homes* have been surveyed for damage

4. In conjunction with Emergency Management and the Board Chair, assure someone is designated to photograph and record general public and private damage should there be an application for state or federal assistance
5. Compile all damage assessment reports into a summary document for use by EOC Staff
6. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing
7. Coordinate, as necessary, with utility services on safety inspection of their respective system on public buildings damaged from the disaster
8. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work
9. Assure that rebuilding is in compliance with the Village's development plan
10. Establish a point of contact for insurance adjusters and influx of builders and repairmen
11. Coordinate with local/area contractors and lumberyards to restore damaged public facilities
12. Ensure correct procedures for needed structural engineering services
13. Ensure all incoming contractors register through the Village Clerk's Office

F. Village Clerk

1. Witness Disaster Declaration
2. Track and document all expenses for disaster operations for the Village to include:
 - a. Labor (regular and overtime)
 - b. Equipment
 - c. Materials (to include parts and supplies used from the Village's inventory)
3. Assign (at the time of the disaster) an account number for emergency expenditures

4. When a disaster is declared by the Village Board Chair, implement policy concerning authority to Village departments to purchase or lease emergency supplies and/or equipment
5. Make emergency purchases, as required
6. In conjunction with the Chair, prepare necessary documentation required for state and federal disaster assistance applications

VI. ADDITIONAL DISASTER SERVICES

The following may support disaster operations. Responsibilities include, but are not limited to:

A. Public Health Coordination – State Dept. of Health (LEOP - Annex G)

1. Assume primary operational control for health related emergencies such as pollution, contamination, diseases, and epidemics
2. Coordinate mass inoculations; i.e, tetanus shots
3. Provide for food and drink purification
4. Contact Nebraska Health and Human Services System for inspections of contaminated food
5. Provide vector control
6. Inspect and control sanitary conditions

B. Elmwood School - Superintendent

1. Pre-disaster: provide emergency safety education/drills in school for students and staff
2. Be prepared to evacuate and relocate children from school, if situation dictates; facilities need to be identified for relocation
3. Broadcast emergency school information, normally over local Radio and News Media
4. Perform initial damage assessment of affected school facilities
5. May furnish buses/vans and driver(s) for evacuation

6. May make school facilities available as evacuation shelter, staging area, morgue, as required
7. Be prepared to recall needed staff should a school facility be designated for disaster operations

C. Additional Heavy Equipment Resources

1. For a list of heavy equipment available from other towns in Cass County, refer to Cass County Emergency Management Director
2. Contact the Cass County Emergency Management Director for additional heavy equipment resources, as needed

D. Additional Counseling Resources

1. Churches
 - a. Local pastors
2. American Red Cross, Heartland Chapter, 402-342-7700
3. Nebraska State Patrol, Lincoln, 1-402-471-4545

Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster

4. County Extension Educator, Jim Carson, 402-267-2205

Can provide printed material on stress for individuals in disaster situations

5. Refer to Annex G, Attachment 1 in the Cass County LEOP for other counseling services

E. Additional Resources For Individual Assistance Services

1. Senior Citizens Center, Elmwood, 994-2145 (phone)
2. NE Department of Social Services, 402-296-0000, (phone)
3. Salvation Army, 402-898-5947, (phone)
4. Nebraska Emergency Management Agency (after a Federal Disaster Declaration)

**VILLAGE
OF
GREENWOOD**

**OPERATIONS
PLAN**

**FOR
DISASTER
RESPONSE
AND
RECOVERY**

2003

VILLAGE OF GREENWOOD EMERGENCY PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE VILLAGE OF GREENWOOD

I. PURPOSE

- A. The Emergency Preparedness Mission for the Village of Greenwood is to ensure the coordination of village resources to *effectively respond to and recover from a natural or manmade disaster* so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- B. This Plan *identifies the primary disaster responsibilities of Greenwood* village officials and employees. This plan is intended to "supplement" the Cass County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

II. PLANNING FACTORS FOR THIS PLAN

A. All-Hazards Approach

This plan uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Greenwood is susceptible to a number of hazards. Officials from the Village have identified 17 possibilities; these are ranked as most probable below:

Primary Hazards Other Significant Hazards

Bomb Threat/Terrorist Attack
Flash Flood/Riot
Flood
HazMat (Transportation)
HazMat (Storage)
Ice Storm
Major Hail Storm
Major Highway Accident
Major Water Contamination
Major Wind Storm
Major Winter Storm
Major/Prolonged Power Failure
Railway Derailment
Tornado
Water Failure/Storage

B. Vulnerable Populations

There are populations at risk in Greenwood. These will require special considerations in warning, evacuation, and other areas of disaster response. The vulnerable populations are:

School Day Care Centers

Elderly Housing

Large Gatherings

Race Track

C. Primary Responsibility For Disaster Response and Recovery

1. The primary responsibility for the welfare of Greenwood residents during a disaster rests with the Greenwood Board Chair and the Greenwood Board Members. The Chair will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.
2. In the absence of the Greenwood Board Chair, the "established" line of succession will be:
 - a. Chairman Pro Tempore
 - b. Trustee
 - c. Trustee

III. BASIC DISASTER OPERATIONS

A. Operations - Warning Phase

1. At the alert of a disaster situation, the Cass County 911 Communications Center will begin notification of those on their "emergency notification list".
2. The public may be warned by sirens; sirens may be sounded by either the:
 - a. 911 Communications Center in Plattsmouth, or
 - b. Fire Station in Greenwood.
3. Emergency information may be broadcast through local radio and television stations.

- a. Radio stations that are commonly listened to by Greenwood residents are listed in Attachment A to this PLAN.
- b. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Greenwood officials in broadcasting or faxing information to the media. A detailed media listing of radio/television stations as well as newspapers is included in Attachment 2 to Annex D in the Cass County LEOP.

B. Operations - Actual Disaster Overview

1. The first priority after a disaster has struck is lifesaving activities and subsequent preservation of property. First Responders will proceed to the scene of the disaster as soon as possible. Initial requests for assistance in Field Operations will be channeled through the Communications Center.
2. After initial response, the Emergency Operating Center (EOC) will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC.
3. Other agencies and groups as Additional Disaster Services may be called upon to provide additional disaster services as the Village begins the process of recovery from the disaster.
4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

C. Operations - Departmental Responsibilities

The Village of Greenwood has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass *three* areas:

1. Field Operations
 - a. First Responders will provide the initial response to a disaster.
 - b. First Responders normally include: a) Law Enforcement - Cass County Sheriff's Department; b) Greenwood Fire Department; c) Emergency Medical Services and; d) Greenwood Maintenance Department.
 - c. These First Responders will use an Incident Command System. One of the First Responder disciplines will provide the initial Incident

Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.

- d. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of these Suggested Operating Guidelines.
- e. When the Emergency Operations Center is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials at the EOC.

2. Emergency Operations Center (EOC)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

- a. The Emergency Management Director, the Fire Chief, the Chair or Village Board members each have the authority to open the EOC for disaster operations. If any one of these is not available, their "line of succession" may assume authority in opening the EOC.

The EOC Staff will work out of the Fire Station in Greenwood. This location provides communications capability and space for support equipment for disaster operations; however, there is auxiliary power. The telephone number is (402)789-3360.

- 1) The *alternate location* for the EOC will be the Cass County Emergency Management EOC at 8400 144 Street, Weeping Water.
- 2) If necessary, a *mobile command vehicle* may be used for coordinating disaster operations until an EOC can be readied; mobile command vehicles that could be used include:
 - a) The Plattsmouth Fire Department Mobile Command Vehicle (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)
- c. Staffing at the EOC will be determined by the severity of the situation. Representatives of different responding agencies may choose to be at the EOC for Briefings only. Staff can include, but is not limited to:
 - 1) Village Board Chair (plus Board Members, as needed)
 - 2) Emergency Management Director(s)

- 3) Public Information Officer
- 4) Damage Assessment Coordinator
- 5) Resources/Volunteer Coordination
- 6) Red Cross Representative
- 7) Village Clerk, Village Attorney
- 8) Representative from each of the First Responders
- 9) Representative from any of the Additional Disaster Services listed in Section VI that are responding to the disaster
- 10) Law Enforcement

3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field Command or the EOC Staff and can include areas such as public health coordination, counseling services, additional resources for heavy equipment. These Disaster Services are listed in Section VI of this PLAN.

D. Field Operations and the Emergency Operations Center Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the Village of Greenwood.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations by use of the following:
 - a. Two-way radio
 - b. Cellular phone
 - c. Runners
 - d. 911 Communications Center - Cass County
 - e. 911 Center - Wahoo
 - 1) The 911 Communications Center in Plattsmouth can assist Greenwood in emergency communications through the following functions:

- a) Warning
- b) Notifications to include notifying First Responders, the County Emergency Management Director, Local Officials
- c) Coordination of emergency radio traffic

2. EOC Briefings

Response and recovery efforts will be planned at daily EOC Briefings. Each department or agency working the disaster may be required to send a representative to report activities in their area.

E. Operations - Administration

Under the direction of the Greenwood Board Chair, the Village Clerk will document all expenses of the disaster operations. All 1) labor, 2) equipment, and 3) material expenditures for the disaster will be submitted to and documented by the Clerk. This will include:

- 1. Purchase or rent of needed equipment, materials, supplies for disaster operations,
- 2. All agreements and contracts on a *temporary* basis being recorded at the Clerk's Office,
- 3. Contracts for *permanent* repairs and/or new construction of public facilities following established, routine procedures.

IV. FIELD OPERATIONS

A. Primary Field Operational Control For The Disaster

- 1. All Village of Greenwood personnel will become familiar with an Incident Command System. This Incident Command System will be used to ensure *one point of contact* for field coordination.
- 2. If the disaster operation dictates, the Incident Commander may select *staging area(s)*. The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

- 1. In preparing these Suggested Operating Guidelines, Greenwood officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each area may not need to be applied to every disaster. However,

the list is not all inclusive; at the direction of the Village Board, Village personnel may be requested to perform other disaster duties.

2. The task assignments for Village personnel are written in general terms and purposely do not tell supervisors how to do their jobs. Each department should develop guidelines for their specific operations in a disaster situation.
3. During disaster response and disaster operations, the following services *may* be provided by:

C. Law Enforcement - Cass County Sheriff's Department (LEOP - Annex H)

The Cass County Sheriff's Department may provide the following services, dependent upon the disaster:

1. Warning, by public address system or door-to-door notification
2. Evacuation operations, including coordinating with Emergency Management for support in evacuation procedures

Evacuation can be ordered by:

- a. *Incident Commander (on-scene, including the Fire Chief or Sheriff)*
- b. *Village Board*
- c. *Emergency Management Director*

3. Traffic and crowd control
4. Security and access control
5. Sending a representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

D. Greenwood Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene
2. Will assume primary operational control of fire suppression and explosions
3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials; as necessary, call a mutual aid fire department hazmat team and/or the Cass County Emergency Management Agency for assistance.

4. If properly trained, provide radiological monitoring at radiological accidents, including necessary coordination with NE Health Department (radiological area) and the Nebraska Emergency Management Agency
 5. May implement Incident Command System
 6. May request the EOC be opened for assistance in coordinating disaster response
 7. Coordinate with Law Enforcement in search and rescue operations
 8. Assist Law Enforcement in evacuation efforts
 9. Assist Law Enforcement in warning by public address system or door-to-door
 10. Assist Law Enforcement in crowd control/security of the disaster area
 11. Assess need for other Village resources to respond and contact Incident Command; report this to the EOC
 12. Implement mutual aid agreements with other jurisdictions, as needed
 13. Coordinate staging area with the EOC
 14. Provide back-up equipment for water pumping
 15. Assist in safety inspections to assure the integrity of a structure before permitting re-occupancy
 16. Send representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems
 17. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC
 18. Continue fire suppression operations for the remainder of the Village
 19. Establish and maintain lines of succession
- E. Emergency Medical Services - Chief Medical Officer (LEOP - Annex G)

Greenwood has Emergency Medical Services (EMS) that will provide basic life support. Cass County Mutual Aid Association will provide advanced life support services.

1. May be among First Responders at disaster scene

2. Operate emergency medical units to provide emergency treatment to injured personnel at the scene
 3. May implement Incident Command System
 4. Conduct triage operations, if needed
 5. Transport victims
 - a. Ground transport of injured will usually be to Hospitals in Omaha or Lincoln; check with Law Enforcement/EOC for open routes when responding
 - b. Air ambulance service may be provided by Life Net (Omaha) or Star Care V (Lincoln)
 - c. Dead can be transported to funeral homes in Cass County:
 6. Implement mutual aid agreements with other jurisdictions, as necessary
 7. Is focal point for damage assessment pertaining to injured and dead
 8. Send representative to Briefings at the EOC; inform the EOC/Board Chair of any problems
 9. Continue emergency medical services for the remainder of the Village
 10. Establish/maintain lines of succession
- F. Village Maintenance Department (LEOP - Annex K)
1. The Village Maintenance Department includes these functions:
 - a. Streets
 - b. Water/Waste Water
 - c. Parks and Recreation
 2. The request to respond to a disaster may initially be recognized as a problem locally or a call may come from dispatch at the Cass County 911 Communications Center.
 3. The Incident Commander may designate a staging area for First Responders that may include the Village Maintenance Department function and any mutual aid that has been requested. If a staging area is established, it will be coordinated with the EOC.

4. Areas or key facilities that are *either* essential for disaster operations *or* have “vulnerable populations” that would require first considerations for restoration of services are:
 - a. Fire Station
 - b. Well House
 - c. Electrical Infrastructure
 - d. Water System Storage & Wells
 - e. Sewer Treatment Plant
 - f. Village Office
 - g. Midwest Coop Service Station
5. Village Maintenance may be requested to attend EOC Briefings; inform the EOC/Board Chair of any problems
6. If not being utilized in disaster operations, Village Maintenance may be required to assist other First Responders
7. Streets - Disaster Responsibilities
 - a. First priority after a disaster is to clear debris from routes needed for First Responders
 - b. Close streets, if requested by Law Enforcement, to include transporting/erecting barricades, signs, and flags at control points established by Law Enforcement
 - c. Post traffic directional signs, if needed, particularly for evacuation
 - d. The Village Maintenance Department, after initial disaster response, may need to coordinate with the EOC and/or Village Board on priority work assignments for streets
 - e. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings
 - f. Clear debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants
 - g. Perform priority repairs to streets

- h. Address drainage concerns
- i. Provide emergency repair and maintenance of vehicles and equipment during disaster operations
- j. If the disaster is extreme rainfall and flooding, notification of possible problems may come from the National Weather Service/911 Communications Center in Plattsmouth or from the Cass County Emergency Management Director monitoring threatening conditions. Village Maintenance and the Emergency Management Director will coordinate any needed sandbagging efforts

8. Water/Waste Water - Disaster Responsibilities

Water

- a. Can assess each house individually
- b. Maintain water pressure and uncontaminated water supply
- c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire
- d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill
- e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made
- f. Coordinate water testing with the State Health and Human Services System
- g. Provide potable emergency water supply
 - 1) Assistance is available, upon request, from Cass County Emergency Management
 - 2) Operations can include:
 - a) Locate suitable containers (bulk milk trucks may be available); fill with uncontaminated water
 - b) Distribute to points as coordinated by the EOC
- h. Safety inspect water system

Waste Water

- a. Maintain sanitary sewer operations.
 - b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the water system.
 - c. Safety inspect waste water system if damaged from the disaster.
 - d. Contract for porta-johns and for their maintenance; assistance is available, upon request, from Cass County Emergency Management.
9. Although not considered as first response, the following responsibilities have been included in the Village Maintenance function:

- a. Parks and Recreation

- 1) Survey damage to parks
- 2) Determine priority of clean-up and repair with the Village Board at EOC Briefings

- b. Debris Removal

- 1) The Village Maintenance Department will primarily be responsible for ensuring timely removal of disaster debris
- 2) Debris removal operations will be coordinated between Village Maintenance and the EOC/Emergency Management Director. On a daily basis, the Village of Greenwood contracts local refuse haulers
- 3) Disaster responsibilities in debris removal include, but are not limited to:
 - a) In coordination with the Emergency Operations Center, establish temporary site for collection of debris
 - b) Will coordinate with the EOC in determining and establishing a tree burning area, if needed
 - c) Maintain "salvage depot" for unclaimed damaged property which is removed from public or private property
 - d) Determine if debris will be removed by Village employees from *residential areas* per Village policy

e) If it appears that the disaster may qualify for state or federal assistance, ensure that debris piles are photographed for documentation before disposal

f) Contact the railroad to move debris, if applicable

G. Other Utilities

1. Electricity

- a. The Village of Greenwood provides electricity to Greenwood. The Greenwood Emergency Management Liaison will automatically report any outages in the Village; telephone numbers to report outages are in Attachment A
- b. Determine extent of power failure throughout the Village
- c. Determine (situation dependent) the priority for restoring electricity to areas or key facilities; see list in F4 at the beginning of this section under Village Maintenance Department
- d. The Emergency Management Director may be requested to coordinate shelter to those residents in areas without electricity.
- e. Provide emergency lighting where needed for disaster operations
- f. Coordinate use of emergency power generators with Emergency Management Director/EOC
- g. The Village of Greenwood will safety inspect electric systems on public and/or private buildings damaged from the disaster
- h. If necessary, may request a representative from Greenwood Power at EOC Briefings

2. Natural Gas Service

- a. Aquila provides natural gas service to Greenwood; telephone numbers to report problems are listed in Attachment A
- b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department
- c. Aquila will safety inspect their systems on public and/or private buildings damaged from the disaster

3. Telephone Service

- a. Alltel provides phone service to Greenwood; disruption in service may be reported to the telephone numbers listed in Attachment A
- b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department

V. EMERGENCY OPERATIONS CENTER (EOC)

Responsibilities List For The Emergency Operations Center

A. Greenwood Board Chair and Board Members (LEOP - Annex A)

Responsibilities of the Chair and the Board Members during disaster operations may include, but are not limited to:

1. Make executive decisions; establish policy needed to effectively respond to the disaster
2. Exercise emergency powers; provide policy decisions
3. Sign Disaster Declaration
4. Exercise final authority on subjects such as:
 - Curfews
 - Price restrictions
 - Standards for contractors, craftsmen
 - Temporary waivers for land use
 - Other related legal responsibilities
 - Evacuation decision
5. Approve emergency legislation for the Village
6. Chair or Board Member (as well as Fire Chief, Emergency Management Director) may activate the EOC

B. Board Chair of Greenwood

The Greenwood Board Chair will coordinate with the Emergency Management Director in providing the direction and control function for disaster operations. In the absence of the Chair, an appointed Board Member will perform the Chair's disaster operations duties.

The responsibilities of the Greenwood Board Chair may include, but are not limited to:

1. Coordinate with the Village Board Members and the Emergency Management Director during disaster operations
2. The Board Chair may be alerted of a disaster situation by either the local Emergency Management Director or the 911 Communications Center
3. May activate the EOC
4. Report to the EOC to monitor the disaster incident through situation reports and data coming into the EOC. Visit the various areas of the disaster, as necessary
5. In conjunction with the Emergency Management Director, determine EOC staffing
6. Emergency Public Information (LEOP - Annex D)
 - a. The Board Chair *will ensure* that the public is given timely and accurate information through a designated Public Information Officer (PIO). The function of the PIO can be accomplished by either the:
 - 1) Village Board Chair
 - 2) Village Board Member
 - 3) Village Clerk
 - 4) Fire Chief
 - b. When requested, Cass County Emergency Management can assist in emergency public information activities
 - c. Emergency public information responsibilities include:
 - 1) An "Information Center" to release emergency directions and information to the news media. Assistance from either the Cass County Emergency Management Director or the Cass County Public

Information Officer may be requested by Greenwood officials. Radio stations and the local newspaper are listed in Attachment A to this PLAN; a complete listing of radio, television, and newspapers that can be used by PIOs is contained in Annex D, Attachment 2 in the Cass County LEOP

- 2) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as needed, at the Emergency Operating Center or at a location as dictated by the disaster
- d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information
- e. Serve as the source through which the media will gain access to public officials, if required
- f. Provide current and accurate information to the general public making inquiries
 - 1) Publicize telephone number, (402)789-2300, where official disaster information can be obtained by the public; the Village Clerk will coordinate these calls

Pre-disaster: educate/alert public to use (402)789-2300 for non-emergency calls after a disaster event
 - 2) Provide a daily "rumor control" sheet with information pertinent to the disaster for the person taking calls; allow this person to attend EOC Briefings
7. Provide over-all coordination of Village resources and purchasing for handling the disaster effort
8. In conjunction with needs of Field Operations and Emergency Management:
 - a. Recruit any Village resources not involved in disaster response who could assist in emergency duties
 - b. Provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.
 - c. Ensure safety of Village and emergency workers by: 1) establishing shifts; 2) may provide rest/break area for workers; 3) may establish a day care center for children of emergency workers (and/or victims)

9. Maintain current inventory and resource list of emergency equipment and supplies
10. Coordinate Village resources that may be used in disaster response/recovery
11. Coordinate with Village Attorney on any legal emergency matters
12. Respond to official inquiries
13. In conjunction with Village Maintenance, ensure coordination with representatives from each utility:
 - a. Electricity: Village of Greenwood
 - b. Gas: Aquila
 - c. Telephone: Alltel
 - d. Coordination activity may include:
 - 1) Survey and report general damage to appropriate utility
 - 2) Determine priority of response/restoration, if needed
14. If a number of public buildings and/or streets have been affected by the disaster, assist in prioritizing return to service
15. Ensure the Cass County Building Inspector or emergency inspection teams, assisting in Damage Assessment, has designated someone to document damage through photographs should there later be an application for state or federal assistance
16. Ensure in conjunction with the Village Maintenance Department that debris removal is conducted; ensure debris piles are photographed or video-taped before disposal if it is likely there will be application for state or federal assistance
17. In conjunction with the Clerk, ensure that all expenses for the disaster are documented by the Village Clerk
18. Assist the Emergency Management Director in determining location for distribution of potable water and request Village Maintenance/Health Department provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water
19. Work with the Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy

equipment and operators, supplies, or specialized personnel as may be required in the disaster situation

20. Coordinate with the Cass County Building Inspector or emergency inspection teams in recovery and rebuilding efforts
21. Advise disaster victims of temporary emergency housing
22. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money
23. Ensure the Maintenance Department establishes a "salvage depot" for unclaimed items

C. Cass County Emergency Management Director

The Cass County Emergency Management Director/Liaison or designated representative will act as a disaster operations advisor to the Village Chair and Board. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Village Chair and Board.

Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for the readiness of the Emergency Operations Center to include adequate communications, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location, as needed
2. May activate the EOC; assume overall coordination of emergency operations of disaster response/recovery
3. In conjunction with the Village Chair, determine who is needed on the EOC Staff
4. Maintain a current call-down list of EOC Staff; call-in may be accomplished locally or by the 911 Communications Center
5. Coordinate additional communications support, if needed, with the Cass County Emergency Management Director
6. In coordination with the Village Board Chair, ensure that timely emergency information is given to the public by the designated Public Information Officer
7. Designate someone to track and record disaster events on a status board or flip chart; plot area of destruction on map

8. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with Village Officials how often Briefings are needed.
9. Coordinate with Village resources as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid, and with Cass County government, as the situation dictates.

10. Flooding

If the danger is extreme rainfall and flooding, notification of possible problems may initially come from the 911 Communications Center, the National Weather Service, and/or from personal observation in Greenwood; the Cass County Emergency Management Director has a pager and radio scanner and will monitor weather conditions.

- b. Implement flood watch procedures during periods of heavy rains/flooding as well as report rainfall and/or flood stages to Cass County Emergency Management Director
- c. During flooding conditions, coordinate with the Maintenance Department in sandbagging operations for public buildings/entities

11. Support evacuation (LEOP - Annex E)

- a. Select shelters
- b. Request designated Public Information Officer to provide emergency information to the public concerning an evacuation
- c. Coordinate transportation that may be required by residents for evacuation; transportation to shelter may be provided by:
 - 1) Volunteers
 - 2) Additional school buses - call Cass County Emergency Management
 - 3) Eastern Nebraska Office on Aging Handi-Bus Service
 - 4) Mutual aid resources
 - 5) The telephone number that the public can call for transportation assistance is the Village Clerk's Office, 402-789-2300
- d. Advise in selection of assembly points for transportation

12. Coordinate shelter operations (LEOP - Annex I)

a. American Red Cross

- 1) The Cass County Emergency Management Liaison will request services of the Red Cross *either through* the Cass County Emergency Management Director *or directly* from the Heartland Chapter of the American Red Cross in Omaha (402-343-7700, 24-hour number). The ARC will open shelter(s) and provide traditional emergency needs of evacuees:

- * shelter - cots, blankets
- * first aid

- * food (from local stores)
- * damage assessment

- * emergency family services

- clothing

- financial assistance

- counseling

- 2) No pets (except service animals, ie. seeing-eye dogs) will be allowed in shelters

- 3) Red Cross will send a representative to EOC Briefings

b. May provide counseling services at shelters, if needed

13. Recommend that the Village Chair/Board declare an emergency; prepare the Disaster Declaration for signature of Greenwood Village Board Chair and witness of the Village Clerk; see Attachment 3 in Annex A of the LEOP

14. Coordinate with Village Attorney on any legal emergency matters

15. Coordinate with the such organizations as the Red Cross, Social Services, Cass County Senior Citizens associated with the Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery

16. May assist Field Operations in identifying staging areas

17. Disseminate "identification cards"; assistance may be requested from Cass County Emergency Management; ID cards should be made available for:

a. Emergency workers

- b. Volunteers
- c. Disaster area residents
- d. Appointed/elected officials

18. Organize the volunteer force

- a. Fire Chief or Assistant Fire Chief will organize “on-the-spot” volunteers or will, if needed, request volunteer workers through the Public Information Officer
 - b. Guidelines for organizing a volunteer work force are included in Attachment 3 to Annex L in the Cass County LEOP or in Pers. 1-11 in the Cass County Emergency Management Agency SOP Manual.
19. Coordinate with the Board Chair in determining *location* for distribution of potable water; assure the public is notified concerning availability and location of water by the designated Public Information Officer
20. Work with the Village Chair/Board in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation
21. *Make formal request to the next higher level of government, Cass County, for assistance if disaster response is beyond the capability of the Village*
22. Provide training for personnel who will respond to a disaster
23. Annually review/update these Suggested Operating Guidelines for the Village of Greenwood

D. Village Attorney

- 1. Provide emergency legal counsel to Village officials on subjects such as:
 - Curfews
 - Price restrictions
 - Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
 - Temporary waivers for land use

- Other related legal duties
- 2. Draft emergency legislation for the Village
- 3. Provide assistance in negotiating contracts for emergency services

E. Damage Assessment (LEOP - Annex C)

The Greenwood Village Board Chair may either coordinate damage assessment efforts or request assistance from the Cass County Building Inspector or emergency inspection teams through the Cass County Emergency Management Director. Responsibilities in conducting damage assessment may include, but are not limited to:

1. Coordinate damage assessment, using the forms in Attachments 1 - 4 from Annex C in the Cass County LEOP; damage assessment will be conducted for:
 - a) Public entities
 - b) Homes
 - c) Businesses
2. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained
3. Work with the American Red Cross damage assessment team to assure *all homes* have been surveyed for damage
4. In conjunction with Emergency Management and the Board Chair, assure someone is designated to photograph and record general public and private damage should there be an application for state or federal assistance
5. Compile all damage assessment reports into a summary document for use by EOC Staff
6. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing
7. Coordinate, as necessary, with utility services on safety inspection of their respective system on public buildings damaged from the disaster
8. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work
9. Assure that rebuilding is in compliance with the Village's development plan

10. Establish a point of contact for insurance adjusters and influx of builders and repairmen
11. Coordinate with local/area contractors and lumberyards to restore damaged public facilities
12. Ensure correct procedures for needed structural engineering services
13. Ensure all incoming contractors register through the Village Clerk's Office

F. Village Clerk

1. Witness Disaster Declaration
2. Track and document all expenses for disaster operations for the Village to include:
 - a. Labor (regular and overtime)
 - b. Equipment
 - c. Materials (to include parts and supplies used from the Village's inventory)
3. Assign (at the time of the disaster) an account number for emergency expenditures
4. When a disaster is declared by the Village Board Chair, implement policy concerning authority to Village departments to purchase or lease emergency supplies and/or equipment
5. Make emergency purchases, as required
6. In conjunction with the Chair, prepare necessary documentation required for state and federal disaster assistance applications

VI. ADDITIONAL DISASTER SERVICES

The following may support disaster operations. Responsibilities include, but are not limited to:

A. Public Health Coordination – State Dept. of Health (LEOP - Annex G)

1. Assume primary operational control for health related emergencies such as pollution, contamination, diseases, and epidemics

2. Coordinate mass inoculations; i.e, tetanus shots
3. Provide for food and drink purification
4. Contact Nebraska Health and Human Services System for inspections of contaminated food
5. Provide vector control
- 6) Inspect and control sanitary conditions

B. Additional Heavy Equipment Resources

1. For a list of heavy equipment available from other towns in Cass County, refer to Cass County Emergency Management Director
2. Contact the Cass County Emergency Management Director for additional heavy equipment resources, as needed

C. Additional Counseling Resources

1. Churches
 - a. Local pastors
 - b. CISD
2. American Red Cross, Heartland Chapter, 402-342-7700
3. Nebraska State Patrol, Lincoln, 1-402-471-4545

Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster

4. County Extension Educator, Jim Carson, 402-267-2205

Can provide printed material on stress for individuals in disaster situations

5. Refer to Annex G, Attachment 1 in the Cass County LEOP for other counseling services

E. Additional Resources For Individual Assistance Services

1. Senior Citizens Center, Greenwood, (402)789-2300, (phone)
2. NE Department of Social Services, 402-296-0000, (phone)

3. Salvation Army, 402-898-5947, (phone)
4. Nebraska Emergency Management Agency (after a Federal Disaster Declaration)

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**CITY
OF
LOUISVILLE**

**OPERATIONS
PLAN**

**FOR
DISASTER
RESPONSE
AND
RECOVERY**

2003

CITY OF LOUISVILLE
EMERGENCY PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE CITY OF LOUISVILLE

I. PURPOSE

- A. The Emergency Preparedness Mission for the City of Louisville is to ensure the coordination of city departments and personnel to effectively respond to and recover from a natural or manmade disaster so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- B. This plan identifies the primary disaster responsibilities of city departments and personnel employed by the City of Louisville. This plan is intended to "supplement" the Cass County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

II. PLANNING FACTORS FOR THIS PLAN

A. All-Hazards Approach

This uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Louisville is susceptible to a number of hazards. The following list identifies the primary hazards that could have a significant effect on the population and property in Louisville:

- Bomb Threat
- Flash Flood
- Flood
- HazMat (Transportation)
- HazMat (Storage)
- Ice Storm
- Major Hail Storm
- Major Highway Accident
- Major Water Contamination
- Major Wind Storm
- Major Winter Storm
- Major/Prolonged Power Failure
- Railway Derailment
- Tornado
- Water Failure/Storage

B. Vulnerable Populations

There are populations at risk in Louisville. These will require special considerations in warning, evacuation, and other areas of disaster response. The vulnerable populations are:

Nursing Home

School

Elderly Housing

Day Care Centers

C. Primary Responsibility For Disaster Response and Recovery

1. The primary responsibility for the welfare of Louisville residents during a disaster rests with the Mayor and the City Council. The Mayor will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.

III. BASIC DISASTER OPERATIONS

A. Operations - Warning Phase

1. At the alert of a disaster situation, the Cass County 911 Communications Center will begin notification of those on their "emergency notification list".
2. The public may have already been warned by sirens or through the electronic media; if not, the dispatcher or local fire/rescue personnel will sound the sirens as needed.

B. Operations - Actual Disaster Overview

1. The first priority after a disaster has struck is lifesaving activities and subsequent preservation of property. First Responders will proceed to the scene of the disaster as soon as possible. Initial requests for assistance in Field Operations will be channeled through the Communications Center.
2. After initial response, the Emergency Operations Center will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC.

3. Other agencies and groups not defined as First Responders may be called upon to provide additional disaster services as the City begins the process of recovery from the disaster.
4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

C. Operations - Departmental Responsibilities

The City of Louisville has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass *three* areas:

1. Field Operations

- a. First Responders will provide the initial response to a disaster.
- b. First Responders normally include: Fire and Rescue Personnel and City Employees.
- c. These First Responders will use an Incident Command System. One of the First Responder disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.
- d. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of this PLAN.
- e. When the EOC is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials at the EOC.

2. Emergency Operations Center (EOC)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

- a. The Mayor, City Council, Fire Chief/Rescue Captain and Emergency Management Director each have the authority to open the EOC for disaster operations.
- b. Staffing will be determined by the severity of the situation.

- c. The EOC Staff will work out of the city office. This location provides limited communications capability, with no auxiliary power for disaster operations.
 - 1) The alternate location for the EOC will be 8400 144 St., Weeping Water; there is communications and computer capability with auxiliary power, ample space with support equipment for disaster operations at the writing of this PLAN.
 - 2) If necessary, a mobile command vehicle may be used for coordinating disaster operations; this could be a communications vehicle from Plattsmouth Fire Department.

3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field Command or the EOC Staff. These services are listed in Section VI of this PLAN.

D. Field Operations and the EOC Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the City of Louisville.

- 1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations by use of telephone or radio.

2. EOC Briefings

Response and recovery efforts will be planned at daily EOC briefings. Each City Department or agency working the disaster may be required to send a representative to report activities in their area.

E. Operations - Administration

Under the direction of the Mayor, the City Clerk and the Purchasing Officer will purchase or rent needed supplies, materials, and equipment for disaster operations. All agreements and contracts on a temporary basis will be recorded in the City Clerk's Office. Contracting for permanent repairs and/or new construction of public facilities will follow established, routine procedures. All labor, equipment, and material expenditures for the disaster will be submitted to and documented by the City Clerk.

IV. FIELD OPERATIONSA. Primary Field Operational Control For The Disaster

1. All City of Louisville Departments will become familiar with an Incident Command System. This Incident Command System will be used to ensure *one point of contact* for field coordination.
2. If the disaster operation dictates, the Incident Commander may select staging area(s). The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

1. In preparing this PLAN, Louisville government officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each department may not need to be applied to every disaster. However, the list is not all-inclusive; at the direction of either the Department Supervisor or the mayor, city personnel may be requested to perform other disaster duties.
2. The task assignments for each City Department are written in general terms and purposely do not tell supervisors how to do their jobs. Each Department should develop guidelines for their specific operations in a disaster situation.
3. During disaster response and disaster operations, the following services *may* be provided by:

C. Law Enforcement – Cass County Sheriff's Office (LEOP - Annex H)

1. All Law Enforcement duties are contracted via the Cass County Sheriff's Department and addressed in LEOP – Annex H.

D. Communications Center – Cass County 911 Communications Center (LEOP - Annex B)

1. All communications will occur the Cass County 911 Communications Center as addressed in LEOP – Annex B.

E. Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene.
2. Will assume primary operational control of fire suppression and explosions.
3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials.

4. Provide radiological monitoring at radiological accidents, including necessary coordination with Nebraska Health Department and the Nebraska Emergency Management Agency.
 5. May implement Incident Command System.
 6. May request the EOC be opened for assistance in coordinating disaster response.
 7. Coordinate with Law Enforcement in search and rescue operations.
 8. Assist Law Enforcement in evacuation efforts.
 9. Assist Law Enforcement in warning by public address system or door-to-door.
 10. Assist Law Enforcement in crowd control/security of the disaster area.
 11. Assess need for other City Departments to respond and contact Department Superintendent; report this to the EOC.
 12. Implement mutual aid agreements with other jurisdictions, as needed.
 13. Coordinate staging area with the EOC.
 14. Provide back-up equipment for water pumping.
 15. Assist in safety inspections to assure the integrity of a structure before permitting re-occupancy.
 16. Send representative to briefings at the EOC; in monitoring the pulse of the community, inform the EOC/mayor of any problems.
 17. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
 18. Continue fire suppression operations for the remainder of the city.
 19. Establish and maintain lines of succession.
- F. Emergency Medical Services - Rescue Chief (LEOP - Annex G)
1. May be among First Responders at disaster scene.
 2. Operate emergency medical units to provide emergency treatment to injured personnel at the scene.

3. May implement Incident Command System.
4. Transport injured to the hospital and dead to morgue; check with Law Enforcement\EOC for open routes to hospital.
5. Conduct triage operations, if needed.
6. Implement mutual aid agreements with other jurisdictions as necessary, thus allowing hospital staff to stay at their facility to receive injured.
7. Is focal point for damage assessment pertaining to injured and dead.
8. Send representative to briefings at the EOC; inform the EOC/mayor of any problems.
9. Continue emergency medical services for the remainder of the City.
10. Establish/maintain lines of succession.

G. Public Works/Utilities (LEOP - Annex K)

The Public Works/Utilities Department includes these departments: Street, Water/Waste Water, Parks and Recreation. If a staging area for the Public Works/Utilities function is established, it will be coordinated with the EOC.

1. Street Department - Superintendent
 - a. The call to respond to the disaster will initially come from dispatch at the Police Communications Center; the Superintendent will coordinate with the Mayor on disaster work assignments.
 - b. First priority after a disaster is to clear debris from routes needed for First Responders; next priority is arterials and collectors.
 - c. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings with input from the Mayor/City Council, Law Enforcement, and other affected City Departments.
 - d. Close streets, if requested by Sheriff's Department, to include transporting/erecting barricades, signs, flags at control points established by the Sheriff's Department.
 - e. Post traffic directional signs, as needed, particularly for evacuation.

- f. Clear debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants.
 - g. Perform priority repairs to streets.
 - h. Repair storm sewers.
 - i. Provide emergency repair and maintenance of vehicles and equipment during disaster operations.
 - j. Operate the city dike system if the disaster is extreme rainfall and flooding; report events to Mayor/City Council/EOC
 - k. During flooding conditions, coordinate sandbagging operations for public buildings/entities.
 - l. Assist the Mayor/City Council in meeting requirements for disposal of disaster debris.
 - m. Will establish additional temporary tree burning areas, as needed.
 - n. If not being utilized, furnish heavy equipment and personnel to other City Departments.
 - o. Send representative to briefings at the EOC; inform the EOC/Mayor/City Council of any problems.
2. Water and Waste Water Department - Superintendent

Water Division

- a. Can assess each house individually.
- b. Maintain water pressure and uncontaminated water supply.
- c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire.
- d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill.
- e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made.
- f. Coordinate water testing with the State Health and Human Services System.

- g. Provide potable emergency water supply.
 - 1) Locate suitable containers; fill with uncontaminated water.
 - 2) Distribute to points as coordinated by the EOC; be aware of prioritized facilities needing water such as the hospital or care facilities.
- h. Safety inspect water system.
- i. If the disaster is a major water contamination, line of succession for direction and control is Mayor, Council President, Emergency Management Director, Water/Waste Water Department Superintendent.

Waste Water Division

- a. Maintain sanitary sewer operations.
- b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the waste system.
- c. Safety inspect waste water system if damaged from the disaster.
- d. Contract for porta-johns and for their maintenance.

Both Water and Waste Water Divisions

- a. If not being utilized, may be required to furnish equipment and personnel to other City Departments, such as vehicles to Sheriff's Department.
- b. Send one person to EOC briefings to represent both Divisions; inform the EOC/Mayor/City Council of any problems.

4. Parks and Recreation Department - Director

- a. Survey damage to parks.
- b. Report to Mayor/City Council for disaster work assignment.
- c. If not being utilized, furnish equipment/personnel to other City Departments; will primarily assist Street Department.
- d. Will attend or be represented at EOC briefings; inform the EOC/Mayor of any problems in disaster clean-up/repair.
- e. Provide recreational equipment that may be used in the shelters for evacuees.

V. EMERGENCY OPERATIONS CENTER

Responsibilities List For The Emergency Operations Center

A. Mayor/City Council (LEOP - Annex A)

Responsibilities of the Mayor and City Council during disaster operations may include, but are not limited to:

1. Make executive decisions; establish policy needed to effectively respond to the disaster.
2. Exercise emergency powers; provide policy decisions.
3. Sign Disaster Declaration.
4. Exercise final authority on subjects such as:
 - Curfews
 - Price restrictions
 - Standards for contractors, craftsmen
 - Temporary waivers for land use
 - Other related legal responsibilities
 - Evacuation decision
5. Approve emergency legislation for the city.
6. Mayor, Council President in Mayor's absence, may activate EOC.
7. Coordinate with the Mayor/City Council members and the Emergency Management Director during disaster operations.
8. The City Clerk will be alerted of a disaster situation by the dispatcher or Emergency Management Director; normally, and will, in turn, call the Mayor.
9. May activate the EOC.
10. Report to the EOC to monitor the disaster incident through situation reports and data coming into the EOC. Visit the various areas of the disaster, as necessary.

11. In conjunction with the Emergency Management Director, determine EOC staffing.
12. Provide over-all coordination of all City Departments and purchasing for handling the disaster effort.
13. In conjunction with needs of Field Operations and Emergency Management:
 - a. Recruit any city personnel not involved in disaster response who could assist in emergency duties.
 - b. Form clerical pool and provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.
 - c. Ensure safety of city workers by: 1) establishing shifts; 2) may provide rest/break area for workers; 3) may establish a day care center for children of emergency workers (and/or victims).
14. Maintain current inventory and resource list of emergency equipment and supplies.
15. Coordinate city-wide resources that may be used in disaster response/recovery.
16. Coordinate with City Attorney on any legal emergency matters.
17. Respond to official inquiries
18. Emergency Public Information (LEOP - Annex D)
 - a. The Mayor will ensure that the public is given timely and accurate information through a Public Information Officer (PIO).
 - b. The Mayor will designate a PIO at the time of the disaster
 - c. Emergency public information responsibilities include:
 - 1) An Information Center to:
 - a) Release emergency directions and information to:

Radio, Television, and / or Newspaper
 - b) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates at a designated location.

- d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information.
- e. Serve as the source through which the media will gain access to public officials, if required.
- f. Provide current and accurate information to the general public making inquiries.
 - 1) Publicize telephone number 402-234-7705 where official disaster information can be obtained by the public

Pre-disaster: educate/alert public to use 402-234-7705 for non-emergency calls after a disaster event.
 - 2) Provide a daily "rumor control" sheet with information pertinent to the disaster for the person(s) taking calls; allow this person(s) to attend EOC Briefings.

19. Utilities

- a. Coordinate with representatives from each utility:
 - 1. Electricity – Omaha Public Power District
 - 2.. Water/Waste Water – City of Louisville
 - 3) Gas - Aquila
 - 4) Telephone - Alltel
- b. Coordination activity may include:
 - 1) Survey damage; determine if mutual aid is needed
 - 2) Determine priority of response/restoration
- c. Request mutual aid for utilities through Municipal Power Pool, League of NE Municipalities.

20. Landfill Operation

The Mayor will primarily be responsible for coordinating disposal of disaster debris and will work with the Street Department in accomplishing this function. On a daily basis, the City contracts with local haulers. The following may be some of the requirements for disaster operations in this area:

- a. Meet the demand for greater disposal operations by:

- 1) Requesting extension of hours as needed for debris disposal.
 - 2) Requesting signs or guides in landfill area to organize disposal efforts.
 - b. Obtain permission for normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items.
 - c. Maintain "salvage depot" for unclaimed damaged property which is removed from public or private property.
 - d. In coordination with other affected City Departments and the EOC, establish temporary site for collection of debris.
 - e. Will ensure the Street Department establishes additional temporary tree burning area, if the one "permitted" burn site in Louisville is not adequate.
21. If a number of public buildings and/or streets have been affected by the disaster, assist in prioritizing return to service.
 22. Coordinate with the Building Inspector in recovery and rebuilding efforts.
 23. Ensure the Building Inspector acting as Damage Assessment Coordinator has designated someone to document damage through photographs should there later be an application for state or federal assistance.
 24. Designate appropriate staff to photograph debris piles before disposal.
 25. In conjunction with the Clerk/Treasurer, ensure that expenses for the disaster are documented by the City Clerk/Treasurer.
 26. Assist Emergency Management Director in determining location for distribution of potable water and request Water Department to provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water.
 27. Work with the Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.
 28. Advise disaster victims of temporary emergency housing.

29. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money.
30. Maintain "salvage depot" for unclaimed items.

C. Emergency Management Director

The Cass County Emergency Management Director/Liaison or designated representative will act as a disaster operations advisor to the Mayor and City Council. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Louisville Mayor.

Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for readiness of the EOC to include an adequate communications system, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location.
2. Activate the EOC (normally called by the Dispatcher from the Law Enforcement); assume overall coordination of emergency operations of disaster response/recovery.
3. In conjunction with the Mayor, determine who is needed on the EOC Staff.
4. Maintain a current call-down list of EOC Staff with an established procedure for calling in the Staff.
5. Coordinate additional communications support, such as amateur radio operators, staff to take calls for "rumor control", etc.
6. Track and record disaster events on a status board or flip chart; plot area of destruction on map; staff from the City Clerk/Treasurer's will be assigned this function.
7. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often Briefings are needed.
8. Coordinate with City Departments as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid, and with Cass County government if the situation dictates.
9. Support evacuation (LEOP - Annex E)
 - a. Select shelters (see #10).

- b. Request Public Information Officer to provide emergency information to the public concerning an evacuation.
- c. Coordinate transportation that may be required for evacuation; transportation to shelter may be provided by vehicles from any of the following: Louisville Schools, Rescue Squad, Ambulance Services, Eastern Nebraska Office on Aging Handi-Bus, Nursing Homes. Refer to page L-7 in the LEOP for a list of transportation resources.
- d. Advise in selection of assembly points for transportation.

10. Coordinate shelter operations (LEOP - Annex I)

- a. American Red Cross
 - 1) The Emergency Management Director will notify Heartland Chapter of the American Red Cross to open shelter(s) and provide traditional emergency needs of evacuees:
 - * shelter - cots, blankets * first aid
 - * food (from local stores) * damage assessment
 - * emergency family services
 - clothing
 - financial assistance
 - counseling
 - 2) Red Cross will send a representative to EOC Briefings.
 - 3) No pets (except seeing-eye dogs) will be allowed in shelters.
 - 4) Will provide handicapped accessible shelters.
 - 5) Heartland ARC may request additional assistance from other Chapters.
 - 6) Red Cross has written agreements with schools and for other public buildings for use as shelters during a disaster.
- b. May provide counseling services at shelters from local pastors, if needed.

- c. May coordinate with City Library in providing books or movies at shelters.
- 11. Recommend that the Mayor\Council declare an emergency; prepare the Disaster Declaration for signature of Mayor and witness of Clerk.
- 12. Coordinate with City Attorney on any legal emergency matters.
- 13. Coordinate with the ARC/Social Services/Eastern Nebraska Office on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery.
- 14. Request the County Extension Educator provide individuals printed information for coping with the disaster.
- 15. Coordinate staging areas with Field Operations.
- 16. Disseminate "identification cards" for:
 - a. Emergency workers
 - b. Volunteers
 - c. Disaster area residents
 - d. Appointed/elected officials
- 17. Organize the volunteer force

A Volunteer Coordinator may:

 - a. Organize "on-the-spot" volunteers Attachment 3 to Annex L in the Cass County LEOP
 - b. Call up other local volunteers.
- 18. Assure the City Dike Supervisor and the County Flood Control Officer implement dike watch procedures in time of flooding as well as report flood stages and rainfall.
- 19. Coordinate with the Mayor in determining location for distribution of potable water; assure the public is notified concerning availability and location of water.
- 20. Work with the Mayor in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.

21. Make formal request to the next higher level of government Cass County Government for assistance if disaster response is beyond the capability of the City.
 22. Provide training for personnel who will respond to a disaster.
 23. Annually review/update this PLAN for the City of Louisville.
- D. City Attorney
1. Provide emergency legal counsel to city officials on subjects such as:
 - Curfews
 - Price restrictions
 - Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
 - Temporary waivers for land use
 - Other related legal duties
 2. Draft emergency legislation for the city.
 3. Provide assistance in negotiating contracts for emergency services.
- E. Building Inspector (LEOP - Annex C)
1. Coordinate damage assessment on:
 - a) Public entities
 - b) Homes
 - c) Businesses
 2. If needed, ask for assessment assistance from:
 - a) County Assessor
Contact: 402-296-9310
 - b) Nebraska Emergency Management Agency
Contact: Operations Officer, 402-471-7421
 - c) Nebraskaland Conference of Building Officials and Inspectors *and* American Institute of Architects

3. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained.
4. Work with the American Red Cross damage assessment team to assure *all homes* have been surveyed for damage.
5. In conjunction with the City Clerk/Treasurer, assure someone is designated to photograph and record public and private damage should there be an application for state or federal assistance.
6. Compile all damage assessment reports into a summary document for use by EOC Staff.
7. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing.
8. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work.
9. Assure that rebuilding is in compliance with the City's master development plan.
10. Coordinate first with local contractors/lumber yards to restore damaged public facilities.
11. Coordinate with the Mayor in establishing point of contact for insurance adjusters and influx of builders and repairmen.
12. With the approval of the Mayor, contract for needed structural engineering services.
13. Coordinate, as necessary, with the OPPD on safety inspection of electric systems on public buildings damaged from the disaster.
14. Ensure all incoming contractors register through the Building Inspector's office.

F. City Clerk/Treasurer

1. Witness Disaster Declaration
2. Track and document all expenses for disaster operations from each City Department to include:
 - a. Labor (regular and overtime)

- b. Equipment
- c. Materials (to include parts and supplies used from the City's inventory)
- 3. Coordinate with the Purchasing Officer in assigning (at the time of the disaster) an account number for emergency expenditures.
- 4. Provide financial statistics and summaries for the cost of the disaster, when requested.
- 5. In conjunction with the Cass County Emergency Management Director, prepare necessary documentation required for state and federal disaster assistance applications.
- 6. In initial disaster response, can assist at the Communications Center.
- 7. May be designated by Mayor to perform emergency public information duties.
- 8. Provide staff at EOC to track and record disaster events.

G. Purchasing Officer

- 1. Make emergency purchases, as required.
- 2. When a disaster is declared by the Mayor, implement the policy that delegates authority to department superintendents to purchase or lease emergency supplies and/or equipment.
- 3. Coordinate with the City Clerk/Treasurer in assigning department superintendents an account number for emergency expenditures.

VI. ADDITIONAL DISASTER SERVICES

The following may support disaster operations. Responsibilities include, but are not limited to:

A. Public Health Coordinator (LEOP - Annex G)

- 1. Assume primary operational control for health related emergencies, such as pollutions, contaminations, diseases, and epidemics.
- 2. Coordinate mass inoculations; i.e, tetanus shots.
- 3. Provide for food and drink purification.

4. Contact Nebraska Health and Human Services System for inspections of contaminated food.
5. Provide vector control.
6. Inspect and control sanitary conditions.

B. Louisville Public Schools - Superintendent

1. Pre-disaster: provide emergency safety education/drills in schools for students and staff.
2. Be prepared to evacuate and relocate children from schools, if situation dictates; facilities have been identified for relocation.
3. Broadcast emergency school information over local Radio and Television stations.
4. Perform initial damage assessment of affected school facilities.
5. May furnish school buses and drivers for evacuation.
6. May make school facilities available as evacuation shelter, staging area, morgue, as required.
7. Be prepared to recall needed staff should a school facility be designated for disaster operations.

C. Ministerial Association/Local Pastors

1. Provide counseling and/or crisis intervention to disaster victims, including the injured and bereaved.
2. May be asked to provide counseling services at shelters.

D. Chamber of Commerce

Act as point of contact to provide volunteers for disaster work from their directory of community service clubs.

E. Local Mortuaries

1. Take charge of and provide necessary service if there are mass casualties.
2. If local funeral capacities are exceeded, contact Funeral Director's Association to establish emergency morgue for identification and care of the dead.

F. Additional Counseling Resources

1. To be determined
2. Nebraska State Patrol 402-471-4545

Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster.

G. Additional Resources For Individual Assistance Services

1. Social Services, phone 402-296-0000
2. Eastern Nebraska Office on Aging, phone 402-444-6536
3. Salvation Army, phone 402-451-7808
4. Southeast Nebraska Community Action Program, phone 402-296-4477
5. Cass County Extension Educator, phone 402-267-2205

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**VILLAGE
OF
MANLEY**

**OPERATIONS
PLAN**

**FOR
DISASTER
RESPONSE
AND
RECOVERY**

2003

VILLAGE OF MANLEY
EMERGENCY PLANTABLE OF CONTENTS

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EMERGENCY OPERATIONS PLAN
FOR
THE VILLAGE OF MANLEY

I. PURPOSE

- A. The Emergency Preparedness Mission for the Village of Manley is to ensure the coordination of village resources to *effectively respond to and recover from a natural or manmade disaster* so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- B. This Plan *identifies the primary disaster responsibilities of Manley* village officials and employees. This plan is intended to "supplement" the Cass County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

II. PLANNING FACTORS FOR THIS PLAN

A. All-Hazards Approach

This plan use an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Manley is susceptible to a number of hazards. Officials from the Village have identified twelve (12) possibilities; these are ranked as most probable below:

HazMat (Storage) - elevator
Ice Storm
Major Explosion
Major Hail Storm
Major Water Contamination
Major Wind Storm
Major Winter Storm
Major/Prolonged Power Failure
Natural Gas Explosion
Railway Derailment
Tornado
Water Failure/Storage

B. Vulnerable Populations

There are populations at risk in Manley. These will require special considerations in warning, evacuation, and other areas of disaster response. The vulnerable populations are:

School

C. Primary Responsibility For Disaster Response and Recovery

1. The primary responsibility for the welfare of Manley residents during a disaster rests with the Manley Board Chair and the Manley Board Members. The Chair will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.
2. In the absence of the Manley Board Chair, the "established" line of succession will be:
 - a. Jim Woolhiser
 - b. Tim Robbins
 - c. Tracy Zeorian

III. BASIC DISASTER OPERATIONS

A. Operations - Warning Phase

1. At the alert of a disaster situation, the Cass County 911 Communications Center will begin notification of those on their "emergency notification list".
2. The public may be warned by sirens; sirens may be sounded by either the:
 - a. 911 Communications Center in Plattsmouth, or
 - b. Fire Station in Manley.
3. Emergency information may be broadcast through local radio and television stations.
 - a. Radio stations that are commonly listened to by Manley residents are listed in Attachment A to this PLAN.
 - b. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Manley officials in broadcasting or faxing information to the media. A detailed media listing of radio/television stations as well as newspapers is included in Attachment 2 to Annex D in the Cass County LEOP.

B. Operations - Actual Disaster Overview

1. The first priority after a disaster has struck is lifesaving activities and subsequent preservation of property. First Responders will proceed to the scene of the disaster as soon as possible. Initial requests for assistance in Field Operations will be channeled through the Communications Center.
2. After initial response, the Emergency Operating Center (EOC) will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC.
3. Other agencies and groups as Additional Disaster Services may be called upon to provide additional disaster services as the Village begins the process of recovery from the disaster.
4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

C. Operations - Departmental Responsibilities

The Village of Manley has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass *three* areas:

1. Field Operations
 - a. First Responders will provide the initial response to a disaster.
 - b. First Responders normally include: a) Law Enforcement - Cass County Sheriff's Department; b) Manley Fire Department; c) Emergency Medical Services and; d) Manley Maintenance Department.
 - c. These First Responders will use an Incident Command System. One of the First Responder disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.
 - d. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of these Suggested Operating Guidelines.
 - e. When the Emergency Operations Center is activated, field operations will coordinate with the EOC; although the EOC will not dictate field

actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials at the EOC.

2. Emergency Operations Center (EOC)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

- a. The Emergency Management Director, the Fire Chief, the Chair or Village Board members each have the authority to open the EOC for disaster operations. If any one of these is not available, their "line of succession" may assume authority in opening the EOC.
- b. The EOC Staff will work out of the Manley Firehall in Manley. This location provides communications capability and space for support equipment for disaster operations; however, there is no auxiliary power. The telephone number is 402-234-5239.
 - 1) The *alternate location* for the EOC will be the Cass County Emergency Management EOC at 8400 144 Street, Weeping Water.
 - 2) If necessary, a *mobile command vehicle* may be used for coordinating disaster operations until an EOC can be readied; mobile command vehicles that could be used include:
 - a) The Plattsmouth Fire Department Mobile Command Vehicle (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)
- c. Staffing at the EOC will be determined by the severity of the situation. Representatives of different responding agencies may choose to be at the EOC for Briefings only. Staff can include, but is not limited to:
 - 1) Village Board Chair (plus Board Members, as needed)
 - 2) Emergency Management Director / Liaison or designated representative
 - 3) Public Information Officer
 - 4) Damage Assessment Coordinator
 - 5) Resources/Volunteer Coordination
 - 6) Red Cross Representative
 - 7) Village Clerk, Village Attorney

- 8) Representative from each of the First Responders
- 9) Representative from any of the Additional Disaster Services listed in Section VI that are responding to the disaster

3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field Command or the EOC Staff and can include areas such as public health coordination, counseling services, additional resources for heavy equipment. These Disaster Services are listed in Section VI of this PLAN.

D. Field Operations and the Emergency Operations Center Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the Village of Manley.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations by use of the following:
 - a. Two-way radio
 - b. Cellular phone
 - c. Runners
 - d. 911 Communications Center - Cass County
 - 1) The 911 Communications Center in Plattsmouth can assist Manley in emergency communications through the following functions:
 - a) Warning
 - b) Notifications to include notifying First Responders, the County Emergency Management Director, Local Officials
 - c) Coordination of emergency radio traffic

2. EOC Briefings

Response and recovery efforts will be planned at daily EOC Briefings. Each department or agency working the disaster may be required to send a representative to report activities in their area.

E. Operations - Administration

Under the direction of the Manley Board Chair, the Village Clerk will document all expenses of the disaster operations. All 1) labor, 2) equipment, and 3) material expenditures for the disaster will be submitted to and documented by the Clerk. This will include:

1. Purchase or rent of needed equipment, materials, supplies for disaster operations,
2. All agreements and contracts on a *temporary* basis being recorded at the Clerk's Office,
3. Contracts for *permanent* repairs and/or new construction of public facilities following established, routine procedures.

IV. FIELD OPERATIONS

A. Primary Field Operational Control For The Disaster

1. All Village of Manley personnel will become familiar with an Incident Command System. This Incident Command System will be used to ensure *one point of contact* for field coordination.
2. If the disaster operation dictates, the Incident Commander may select *staging area(s)*. The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

1. In preparing these Suggested Operating Guidelines, Manley officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each area may not need to be applied to every disaster. However, the list is not all inclusive; at the direction of the Village Board, Village personnel may be requested to perform other disaster duties.
2. The task assignments for Village personnel are written in general terms and purposely do not tell supervisors how to do their jobs. Each department should develop guidelines for their specific operations in a disaster situation.
3. During disaster response and disaster operations, the following services *may* be provided by:

C. Law Enforcement - Cass County Sheriff's Department (LEOP - Annex H)

The Cass County Sheriff's Department may provide the following services, dependent upon the disaster:

1. Warning, by public address system or door-to-door notification
2. Evacuation operations, including coordinating with Emergency Management for support in evacuation procedures

Evacuation can be ordered by:

- a. Incident Commander (on-scene, including the Fire Chief or Sheriff)*
 - b. Village Board*
 - c. Emergency Management Director*
3. Traffic and crowd control
 4. Security and access control
 5. Sending a representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

D. Manley Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene
2. Will assume primary operational control of fire suppression and explosions
3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials; as necessary, call a mutual aid fire department hazmat team and/or the Cass County Emergency Management Agency for assistance; see Attachment 1 for a list of hazardous materials locations in Manley
4. If properly trained, provide radiological monitoring at radiological accidents, including necessary coordination with NE Health Department (radiological area) and the Nebraska Emergency Management Agency
5. May implement Incident Command System
6. May request the EOC be opened for assistance in coordinating disaster response
7. Coordinate with Law Enforcement in search and rescue operations

8. Assist Law Enforcement in evacuation efforts
9. Assist Law Enforcement in warning by public address system or door-to-door
10. Assist Law Enforcement in crowd control/security of the disaster area
11. Assess need for other Village resources to respond and contact Incident Command; report this to the EOC
12. Implement mutual aid agreements with other jurisdictions, as needed
13. Coordinate staging area with the EOC
14. Provide back-up equipment for water pumping
15. Assist in safety inspections to assure the integrity of a structure before permitting re-occupancy
16. Send representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems
17. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC
18. Continue fire suppression operations for the remainder of the Village
19. Establish and maintain lines of succession

E. Emergency Medical Services - Chief Medical Officer (LEOP - Annex G)

Weeping Water Rescue has Emergency Medical Services (EMS) that will provide basic life support. Outside of County Mutual Aid resources will provide advanced life support services.

1. May be among First Responders at disaster scene
2. Operate emergency medical units to provide emergency treatment to injured personnel at the scene
3. May implement Incident Command System
4. Conduct triage operations, if needed
5. Transport victims

- a. Ground transport of injured will usually be to Hospitals in Omaha or Lincoln; check with Law Enforcement/EOC for open routes when responding
 - b. Air ambulance service may be provided by Life Net (Omaha) or Star Care V (Lincoln)
 - c. Dead can be transported to funeral homes in Cass County:
 6. Implement mutual aid agreements with other jurisdictions, as necessary
 7. Is focal point for damage assessment pertaining to injured and dead
 8. Send representative to Briefings at the EOC; inform the EOC/Board Chair of any problems
 9. Continue emergency medical services for the remainder of the Village
 10. Establish/maintain lines of succession
- F. Village Maintenance Department (LEOP - Annex K)
1. The Village Maintenance Department includes these functions:
 - a. Streets
 - b. Water/Waste Water
 - c. Parks and Recreation
 2. The request to respond to a disaster may initially be recognized as a problem locally or a call may come from dispatch at the Cass County 911 Communications Center
 3. The Incident Commander may designate a staging area for First Responders that may include the Village Maintenance Department function and any mutual aid that has been requested. If a staging area is established, it will be coordinated with the EOC.
 4. Areas or key facilities that are *either* essential for disaster operations *or* have “vulnerable populations” that would require first considerations for restoration of services are:
 - a. Manley Fire Hall
 - b. Wastewater lagoons requiring electricity

- c. School
- d. Elderly people
- 5. Village Maintenance may be requested to attend EOC Briefings; inform the EOC/Board Chair of any problems
- 6. If not being utilized in disaster operations, Village Maintenance may be required to assist other First Responders.
- 7. Streets - Disaster Responsibilities
 - a. First priority after a disaster is to clear debris from routes needed for First Responders
 - b. Close streets, if requested by Law Enforcement, to include transporting/erecting barricades, signs, and flags at control points established by Law Enforcement
 - c. Post traffic directional signs, if needed, particularly for evacuation
 - d. The Village Maintenance Department, after initial disaster response, may need to coordinate with the EOC and/or Village Board on priority work assignments for streets
 - e. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings
 - f. Clear debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants
 - g. Perform priority repairs to streets
 - h. Address drainage concerns
 - i. Provide emergency repair and maintenance of vehicles and equipment during disaster operations
 - j. If the disaster is extreme rainfall and flooding, notification of possible problems may come from the National Weather Service/911 Communications Center in Plattsmouth or from the Cass County Emergency Management Director monitoring threatening conditions. Village Maintenance and the Emergency Management Director will coordinate any needed sandbagging efforts

8. Water/Waste Water - Disaster ResponsibilitiesWater

- a. Can assess each house individually
- b. Maintain water pressure and uncontaminated water supply
- c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire
- d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill
- e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made
- f. Coordinate water testing with the State Health and Human Services System
- g. Provide potable emergency water supply
 - 1) Assistance is available, upon request, from Cass County Emergency Management
 - 2) Operations can include:
 - a) Locate suitable containers (bulk milk trucks may be available); fill with uncontaminated water
 - b) Distribute to points as coordinated by the EOC
- h. Safety inspect water system

Waste Water

- a. Maintain sanitary sewer operations
- b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the water system
- c. Safety inspect waste water system if damaged from the disaster
- d. Contract for porta-johns and for their maintenance; assistance is available, upon request, from Cass County Emergency Management

9. Although not considered as first response, the following responsibilities have been included in the Village Maintenance function:
 - a. Parks and Recreation
 - 1) Survey damage to parks
 - 2) Determine priority of clean-up and repair with the Village Board at EOC Briefings
 - b. Debris Removal
 - 1) The Village Maintenance Department will primarily be responsible for ensuring timely removal of disaster debris
 - 2) Debris removal operations will be coordinated between Village Maintenance and the EOC/Emergency Management Director. On a daily basis, the Village of Manley contracts local refuse haulers.
 - 3) Disaster responsibilities in debris removal include, but are not limited to:
 - a) Meet the demand for greater disposal operations by requesting extended hours at the Sarpy County landfill, if needed
 - b) Obtain permission to dispose of normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items
 - c) In coordination with the Emergency Operations Center, establish temporary site for collection of debris
 - d) Will coordinate with the EOC in determining and establishing a tree burning area, if needed
 - e) Maintain "salvage depot" for unclaimed damaged property which is removed from public or private property
 - f) Determine if debris will be removed by Village employees from *residential areas* per Village policy
 - g) If it appears that the disaster may qualify for state or federal assistance, ensure that debris piles are photographed for documentation before disposal
 - h) Contact the railroad to move debris, if applicable

G. Other Utilities

1. Electricity

- a. Omaha Public Power District provides electricity to Manley. The Manley Emergency Management Liaison will automatically report any outages in the Village; telephone numbers to report outages are in Attachment A
- b. Determine extent of power failure throughout the Village
- c. Determine (situation dependent) the priority for restoring electricity to areas or key facilities; see list in F4 at the beginning of this section under Village Maintenance Department
- d. The Emergency Management Director may be requested to coordinate shelter to those residents in areas without electricity
- e. Provide emergency lighting where needed for disaster operations
- f. Coordinate use of emergency power generators with Emergency Management Director/EOC
- g. Omaha Public Power District will safety inspect electric systems on public and/or private buildings damaged from the disaster
- h. If necessary, may request a representative from OPPD at EOC Briefings

2. Natural Gas Service

- a. Aquila provides natural gas service to Manley; telephone numbers to report problems are listed in Attachment A
- b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department
- c. Aquila will safety inspect their systems on public and/or private buildings damaged from the disaster

3. Telephone Service

- a. Alltel provides phone service to Manley; disruption in service may be reported to the telephone numbers listed in Attachment A
- b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department

V. EMERGENCY OPERATIONS CENTER (EOC)

Responsibilities List For The Emergency Operations Center

A. Manley Board Chair and Board Members (LEOP - Annex A)

Responsibilities of the Chair and the Board Members during disaster operations may include, but are not limited to:

1. Make executive decisions; establish policy needed to effectively respond to the disaster.
2. Exercise emergency powers; provide policy decisions
3. Sign Disaster Declaration
4. Exercise final authority on subjects such as:
 - Curfews
 - Price restrictions
 - Standards for contractors, craftsmen
 - Temporary waivers for land use
 - Other related legal responsibilities
 - Evacuation decision
5. Approve emergency legislation for the Village
6. Chair or Board Member (as well as Fire Chief, Emergency Management Director) may activate the EOC

B. Board Chair of Manley

The Manley Board Chair will coordinate with the Emergency Management Director in providing the direction and control function for disaster operations. In the absence of the Chair, an appointed Board Member will perform the Chair's disaster operations duties.

The responsibilities of the Manley Board Chair may include, but are not limited to:

1. Coordinate with the Village Board Members and the Emergency Management Director during disaster operations
2. The Board Chair may be alerted of a disaster situation by either the local Emergency Management Director or the 911 Communications Center
3. May activate the EOC
4. Report to the EOC to monitor the disaster incident through situation reports and data coming into the EOC. Visit the various areas of the disaster, as necessary
5. In conjunction with the Emergency Management Director, determine EOC staffing
6. Emergency Public Information (LEOP - Annex D)
 - a. The Board Chair *will ensure* that the public is given timely and accurate information through a designated Public Information Officer (PIO). The function of the PIO can be accomplished by either the:
 - 1) Village Board Chair
 - 2) Village Board Member
 - 3) Village Clerk
 - b. When requested, Cass County Emergency Management can assist in emergency public information activities
 - c. Emergency public information responsibilities include:
 - 1) An "Information Center" to release emergency directions and information to the news media. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Manley officials. Radio stations and the local newspaper are listed in Attachment A to this PLAN; a complete listing of radio, television, and newspapers that can be used by PIOs is contained in Annex D, Attachment 2 in the Cass County LEOP
 - 2) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as needed, at the Emergency Operating Center or at a location as dictated by the disaster

- d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information
- e. Serve as the source through which the media will gain access to public officials, if required
- f. Provide current and accurate information to the general public making inquiries
 - 1) Publicize telephone number, 402-234-5239, where official disaster information can be obtained by the public; the Village Clerk will coordinate these calls

Pre-disaster: educate/alert public to use 402-234-5239 for non-emergency calls after a disaster event
 - 2) Provide a daily "rumor control" sheet with information pertinent to the disaster for the person taking calls; allow this person to attend EOC Briefings
- 7. Provide over-all coordination of Village resources and purchasing for handling the disaster effort
- 8. In conjunction with needs of Field Operations and Emergency Management:
 - a. Recruit any Village resources not involved in disaster response who could assist in emergency duties
 - b. Provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.
 - c. Ensure safety of Village and emergency workers by: 1) establishing shifts; 2) may provide rest/break area for workers; 3) may establish a day care center for children of emergency workers (and/or victims)
- 9. Maintain current inventory and resource list of emergency equipment and supplies.
- 10. Coordinate Village resources that may be used in disaster response/recovery
- 11. Coordinate with Village Attorney on any legal emergency matters
- 12. Respond to official inquiries

13. In conjunction with Village Maintenance, ensure coordination with representatives from each utility:
 - a. Electricity: Omaha Public Power District
 - b. Gas: Aquila
 - c. Telephone: Alltel
 - d. Coordination activity may include:
 - 1) Survey and report general damage to appropriate utility
 - 2) Determine priority of response/restoration, if needed
14. If a number of public buildings and/or streets have been affected by the disaster, assist in prioritizing return to service
15. Ensure the Cass County Building Inspector or emergency inspection teams, assisting in Damage Assessment, has designated someone to document damage through photographs should there later be an application for state or federal assistance
16. Ensure in conjunction with the Village Maintenance Department that debris removal is conducted; ensure debris piles are photographed or video-taped before disposal if it is likely there will be application for state or federal assistance
17. In conjunction with the Clerk, ensure that all expenses for the disaster are documented by the Village Clerk
18. Assist the Emergency Management Director in determining location for distribution of potable water and request Village Maintenance/Health Department provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water
19. Work with the Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation
20. Coordinate with the Cass County Building Inspector or emergency inspection teams in recovery and rebuilding efforts
21. Advise disaster victims of temporary emergency housing
22. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money

23. Ensure the Maintenance Department establishes a "salvage depot" for unclaimed items

C. Cass County Emergency Management Director

The Cass County Emergency Management Director will act as a disaster operations advisor to the Village Chair and Board. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Village Chair and Board.

Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for the readiness of the Emergency Operations Center to include adequate communications, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location, as needed
2. May activate the EOC; assume overall coordination of emergency operations of disaster response/recovery
3. In conjunction with the Village Chair, determine who is needed on the EOC Staff
4. Maintain a current call-down list of EOC Staff; call-in may be accomplished locally or by the 911 Communications Center
5. Coordinate additional communications support, if needed, with the Cass County Emergency Management Director
6. In coordination with the Village Board Chair, ensure that timely emergency information is given to the public by the designated Public Information Officer
7. Designate someone to track and record disaster events on a status board or flip chart; plot area of destruction on map
8. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with Village Officials how often Briefings are needed
9. Coordinate with Village resources as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid, and with Cass County government, as the situation dictates

10. Flooding

- a. The danger is extreme rainfall and flooding, notification of possible problems may initially come from the 911 Communications Center, the National Weather Service, and/or from personal observation in Manley; the Cass County Emergency Management Director has a pager and radio scanner and will monitor weather conditions.
- b. Implement flood watch procedures during periods of heavy rains/flooding as well as report rainfall and/or flood stages to Cass County Emergency Management Director.
- c. During flooding conditions, coordinate with the Maintenance Department in sandbagging operations for public buildings/entities

11. Support evacuation (LEOP - Annex E)

- a. Select shelters
- b. Request designated Public Information Officer to provide emergency information to the public concerning an evacuation
- c. Coordinate transportation that may be required by residents for evacuation; transportation to shelter may be provided by:
 - 1) Manley School
 - 2) Volunteers
 - 3) Additional school buses - call Cass County Emergency Management
 - 4) Eastern Nebraska Office on Aging Handi-Bus Service
 - 5) Mutual aid resources
 - 6) The telephone number that the public can call for transportation assistance is the Village Clerk's Office, 402-234-5239
- d. Advise in selection of assembly points for transportation

12. Coordinate shelter operations (LEOP - Annex I)

- a. American Red Cross
 - 1) The Cass County Emergency Management Liaison will request services of the Red Cross *either through* the Cass County Emergency Management Director *or directly* from the Heartland

Chapter of the American Red Cross in Omaha (402-343-7700, 24-hour number). The ARC will open shelter(s) and provide traditional emergency needs of evacuees:

- * shelter - cots, blankets * first aid
- * food (from local stores) * damage assessment
- * emergency family services
- clothing
- financial assistance
- counseling
- 2) No pets (except service animals, ie. seeing-eye dogs) will be allowed in shelters
- 3) Red Cross will send a representative to EOC Briefings
- b. May provide counseling services at shelters, if needed

13. Recommend that the Village Chair/Board declare an emergency; prepare the Disaster Declaration for signature of Manley Village Board Chair and witness of the Village Clerk; see Attachment 3 in Annex A of the LEOP

14. Coordinate with Village Attorney on any legal emergency matters

15. Coordinate with the such organizations as the Red Cross, Social Services, Cass County Senior Citizens associated with the Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery

16. May assist Field Operations in identifying staging areas

17. Disseminate "identification cards"; assistance may be requested from Cass County Emergency Management; ID cards should be made available for:

- a. Emergency workers
- b. Volunteers
- c. Disaster area residents
- d. Appointed/elected officials

18. Organize the volunteer force

- a. Village Board Chairman will organize “on-the-spot” volunteers or will, if needed, request volunteer workers through the Public Information Officer
 - b. Guidelines for organizing a volunteer work force are included in Attachment 3 to Annex L in the Cass County LEOP or in PERS 1-11 in the Cass County Emergency Management Agency SOP Manual.
19. Coordinate with the Board Chair in determining *location* for distribution of potable water; assure the public is notified concerning availability and location of water by the designated Public Information Officer
20. Work with the Village Chair/Board in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation
21. *Make formal request to the next higher level of government, Cass County, for assistance if disaster response is beyond the capability of the Village*
22. Provide training for personnel who will respond to a disaster
23. Annually review/update these Suggested Operating Guidelines for the Village of Manley

D. Village Attorney

1. Provide emergency legal counsel to Village officials on subjects such as:
 - Curfews
 - Price restrictions
 - Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
 - Temporary waivers for land use
 - Other related legal duties
2. Draft emergency legislation for the Village
3. Provide assistance in negotiating contracts for emergency services

E. Damage Assessment (LEOP - Annex C)

The Manley Village Board Chair may either coordinate damage assessment efforts or request assistance from the Cass County Building Inspector or emergency inspection teams through the Cass County Emergency Management

Director. Responsibilities in conducting damage assessment may include, but are not limited to:

1. Coordinate damage assessment, using the forms in Attachments 1 - 4 from Annex C in the Cass County LEOP; damage assessment will be conducted for:
 - a) Public entities
 - b) Homes
 - c) Businesses
2. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained
3. Work with the American Red Cross damage assessment team to assure *all homes* have been surveyed for damage
4. In conjunction with Emergency Management and the Board Chair, assure someone is designated to photograph and record general public and private damage should there be an application for state or federal assistance
5. Compile all damage assessment reports into a summary document for use by EOC Staff
6. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing
7. Coordinate, as necessary, with utility services on safety inspection of their respective system on public buildings damaged from the disaster
8. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work
9. Assure that rebuilding is in compliance with the Village's development plan
10. Establish a point of contact for insurance adjusters and influx of builders and repairmen
11. Coordinate with local/area contractors and lumberyards to restore damaged public facilities
12. Ensure correct procedures for needed structural engineering services
13. Ensure all incoming contractors register through the Village Clerk's Office

F. Village Clerk

1. Witness Disaster Declaration
2. Track and document all expenses for disaster operations for the Village to include:
 - a. Labor (regular and overtime)
 - b. Equipment
 - c. Materials (to include parts and supplies used from the Village's inventory)
3. Assign (at the time of the disaster) an account number for emergency expenditures
4. When a disaster is declared by the Village Board Chair, implement policy concerning authority to Village departments to purchase or lease emergency supplies and/or equipment
5. Make emergency purchases, as required
6. In conjunction with the Chair, prepare necessary documentation required for state and federal disaster assistance applications

VI. ADDITIONAL DISASTER SERVICES

The following may support disaster operations. Responsibilities include, but are not limited to:

A. Public Health Coordination – State Dept. of Health (LEOP - Annex G)

1. Assume primary operational control for health related emergencies such as pollution, contamination, diseases, and epidemics
2. Coordinate mass inoculations; i.e, tetanus shots
3. Provide for food and drink purification
4. Contact Nebraska Health and Human Services System for inspections of contaminated food
5. Provide vector control
6. Inspect and control sanitary conditions

B. Weeping Water School - Superintendent

1. Pre-disaster: provide emergency safety education/drills in school for students and staff
2. Be prepared to evacuate and relocate children from school, if situation dictates; facilities need to be identified for relocation
3. Broadcast emergency school information, normally over local Radio and News Media
4. Perform initial damage assessment of affected school facilities
5. May furnish buses/vans and driver(s) for evacuation
6. May make school facilities available as evacuation shelter, staging area, morgue, as required
7. Be prepared to recall needed staff should a school facility be designated for disaster operations

C. Additional Heavy Equipment Resources

1. For a list of heavy equipment available from other towns in Cass County, refer to Cass County Emergency Management Director
2. Contact the Cass County Emergency Management Director for additional heavy equipment resources, as needed

D. Additional Counseling Resources

1. Churches
 - a. Local pastors
2. American Red Cross, Heartland Chapter, 402-342-7700
3. Nebraska State Patrol, Lincoln, 1-402-471-4545

Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster

4. County Extension Educator, Jim Carson, 402-267-2205

Can provide printed material on stress for individuals in disaster situations

5. Refer to Annex G, Attachment 1 in the Cass County LEOP for other counseling services
- E. Additional Resources For Individual Assistance Services
1. NE Department of Social Services, 402-296-0000, (phone)
 2. Salvation Army, 402-898-5947, (phone)
 3. Nebraska Emergency Management Agency (after a Federal Disaster Declaration)

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**VILLAGE
OF
MURDOCK**

**OPERATIONS
PLAN**

**FOR
DISASTER
RESPONSE
AND
RECOVERY**

2003

VILLAGE OF MURDOCK EMERGENCY PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE VILLAGE OF MURDOCK

I. PURPOSE

- A. The Emergency Preparedness Mission for the Village of Murdock is to ensure the coordination of village resources to *effectively respond to and recover from a natural or manmade disaster* so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- B. This Plan *identifies the primary disaster responsibilities of Murdock village* officials and employees. This plan is intended to "supplement" the Cass County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

II. PLANNING FACTORS FOR THIS PLAN

A. All-Hazards Approach

This plan uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Murdock is susceptible to a number of hazards. Officials from the Village have identified ten (15) possibilities; these are ranked as most probable below:

Bomb Threat
Flash Flood
Flood
HazMat (Storage)
HazMat (Transportation)
Ice Storm
Major Fire - Grassland
Major Hail Storm
Major Water Contamination
Major Wind Storm
Major Winter Storm
Major/Prolonged Power Failure
Natural Gas Explosion
Tornado
Water Failure/Storage

B. Vulnerable Populations

There are populations at risk in Murdock. These will require special considerations in warning, evacuation, and other areas of disaster response. The vulnerable populations are:

Day Care Centers

Elderly Population

Large Gatherings

School

C. Primary Responsibility For Disaster Response and Recovery

1. The primary responsibility for the welfare of Murdock residents during a disaster rests with the Murdock Board Chair and the Murdock Board Members. The Chair will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.
2. In the absence of the Murdock Board Chair, the "established" line of succession will be:
 - a. Duanne Blair
 - b. Dave Wendt
 - c. Patrick Bober

III. BASIC DISASTER OPERATIONS

A. Operations - Warning Phase

1. At the alert of a disaster situation, the Cass County 911 Communications Center will begin notification of those on their "emergency notification list".
2. The public may be warned by sirens; sirens may be sounded by either the:
 - a. 911 Communications Center in Plattsmouth, or
 - b. Fire Station in Murdock.
3. Emergency information may be broadcast through local radio and television stations.

- a. Radio stations that are commonly listened to by Murdock residents are listed in Attachment A to this PLAN.
- b. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Murdock officials in broadcasting or faxing information to the media. A detailed media listing of radio/television stations as well as newspapers is included in Attachment 2 to Annex D in the Cass County LEOP.

B. Operations - Actual Disaster Overview

1. The first priority after a disaster has struck is lifesaving activities and subsequent preservation of property. First Responders will proceed to the scene of the disaster as soon as possible. Initial requests for assistance in Field Operations will be channeled through the Communications Center.
2. After initial response, the Emergency Operating Center (EOC) will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC.
3. Other agencies and groups as Additional Disaster Services may be called upon to provide additional disaster services as the Village begins the process of recovery from the disaster.
4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

C. Operations - Departmental Responsibilities

The Village of Murdock has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass *three* areas:

1. Field Operations
 - a. First Responders will provide the initial response to a disaster.
 - b. First Responders normally include: a) Law Enforcement - Cass County Sheriff's Department; b) Murdock Fire Department; c) Emergency Medical Services and; d) Murdock Maintenance Department.
 - c. These First Responders will use an Incident Command System. One of the First Responder disciplines will provide the initial Incident

Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.

- d. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of these Suggested Operating Guidelines.
- e. When the Emergency Operations Center is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials at the EOC.

2. Emergency Operations Center (EOC)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

- a. The Emergency Management Director, the Fire Chief, the Chair or Village Board members or the Murdock Emergency Management Liaison each have the authority to open the EOC for disaster operations. If any one of these is not available, their "line of succession" may assume authority in opening the EOC.
- b. The EOC Staff will work out of the town hall / fire department in Murdock. This location provides communications capability and space for support equipment for disaster operations; however, there is no auxiliary power. The telephone number is 402-867-2771.
 - 1) The *alternate location* for the EOC will be the Cass County Emergency Management EOC at 8400 144 Street, Weeping Water.
 - 2) If necessary, a *mobile command vehicle* may be used for coordinating disaster operations until an EOC can be readied; mobile command vehicles that could be used include:
 - a) The Plattsmouth Fire Department Mobile Command Vehicle (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)
- c. Staffing at the EOC will be determined by the severity of the situation. Representatives of different responding agencies may choose to be at the EOC for Briefings only. Staff can include, but is not limited to:
 - 1) Village Board Chair (plus Board Members, as needed)
 - 2) Emergency Management Director(s)

- 3) Public Information Officer
- 4) Damage Assessment Coordinator
- 5) Resources/Volunteer Coordination
- 6) Red Cross Representative
- 7) Village Clerk, Village Attorney
- 8) Representative from each of the First Responders
- 9) Representative from any of the Additional Disaster Services listed in Section VI that are responding to the disaster

3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field Command or the EOC Staff and can include areas such as public health coordination, counseling services, additional resources for heavy equipment. These Disaster Services are listed in Section VI of this PLAN.

D. Field Operations and the Emergency Operations Center Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the Village of Murdock.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations by use of the following:
 - a. Two-way radio
 - b. Cellular phone
 - c. Runners
 - d. 911 Communications Center - Cass County
 - 1) The 911 Communications Center in Plattsmouth can assist Murdock in emergency communications through the following functions:
 - a) Warning

- b) Notifications to include notifying First Responders, the County Emergency Management Director, Local Officials
- c) Coordination of emergency radio traffic

2. EOC Briefings

Response and recovery efforts will be planned at daily EOC Briefings. Each department or agency working the disaster may be required to send a representative to report activities in their area.

E. Operations - Administration

Under the direction of the Murdock Board Chair, the Village Clerk will document all expenses of the disaster operations. All 1) labor, 2) equipment, and 3) material expenditures for the disaster will be submitted to and documented by the Clerk. This will include:

- 1. Purchase or rent of needed equipment, materials, supplies for disaster operations,
- 2. All agreements and contracts on a *temporary* basis being recorded at the Clerk's Office,
- 3. Contracts for *permanent* repairs and/or new construction of public facilities following established, routine procedures.

IV. FIELD OPERATIONS

A. Primary Field Operational Control For The Disaster

- 1. All Village of Murdock personnel will become familiar with an Incident Command System. This Incident Command System will be used to ensure *one point of contact* for field coordination.
- 2. If the disaster operation dictates, the Incident Commander may select *staging area(s)*. The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

- 1. In preparing these Suggested Operating Guidelines, Murdock officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each area may not need to be applied to every disaster. However,

the list is not all inclusive; at the direction of the Village Board, Village personnel may be requested to perform other disaster duties.

2. The task assignments for Village personnel are written in general terms and purposely do not tell supervisors how to do their jobs. Each department should develop guidelines for their specific operations in a disaster situation.
3. During disaster response and disaster operations, the following services *may* be provided by:

C. Law Enforcement - Cass County Sheriff's Department (LEOP - Annex H)

The Cass County Sheriff's Department may provide the following services, dependent upon the disaster:

1. Warning, by public address system or door-to-door notification
2. Evacuation operations, including coordinating with Emergency Management for support in evacuation procedures

Evacuation can be ordered by:

- a. *Incident Commander (on-scene, including the Fire Chief or Sheriff)*
- b. *Village Board*
- c. *Emergency Management Director*

3. Traffic and crowd control
4. Security and access control
5. Sending a representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

D. Murdock Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene
2. Will assume primary operational control of fire suppression and explosions
3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials; as necessary, call a mutual aid fire department hazmat team and/or the Cass County Emergency Management Agency for assistance.
4. If properly trained, provide radiological monitoring at radiological accidents, including necessary coordination with NE Health Department (radiological area) and the Nebraska Emergency Management Agency

5. May implement Incident Command System
6. May request the EOC be opened for assistance in coordinating disaster response
7. Coordinate with Law Enforcement in search and rescue operations
8. Assist Law Enforcement in evacuation efforts
9. Assist Law Enforcement in warning by public address system or door-to-door
10. Assist Law Enforcement in crowd control/security of the disaster area
11. Assess need for other Village resources to respond and contact Incident Command; report this to the EOC
12. Implement mutual aid agreements with other jurisdictions, as needed
13. Coordinate staging area with the EOC
14. Provide back-up equipment for water pumping
15. Assist in safety inspections to assure the integrity of a structure before permitting re-occupancy
16. Send representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems
17. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC
18. Continue fire suppression operations for the remainder of the Village
19. Establish and maintain lines of succession

E. Emergency Medical Services - Chief Medical Officer (LEOP - Annex G)

Elmwood has Emergency Medical Services (EMS) that will provide basic life support for Murdock. Cass County Mutual Aid Association will provide advanced life support services.

1. May be among First Responders at disaster scene
2. Operate emergency medical units to provide emergency treatment to injured personnel at the scene

3. May implement Incident Command System
 4. Conduct triage operations, if needed
 5. Transport victims
 - a. Ground transport of injured will usually be to Hospitals in Omaha or Lincoln; check with Law Enforcement/EOC for open routes when responding
 - b. Air ambulance service may be provided by Life Net (Omaha) or Star Care V (Lincoln)
 - c. Dead can be transported to funeral homes in Cass County:
 6. Implement mutual aid agreements with other jurisdictions, as necessary
 7. Is focal point for damage assessment pertaining to injured and dead
 8. Send representative to Briefings at the EOC; inform the EOC/Board Chair of any problems
 9. Continue emergency medical services for the remainder of the Village
 10. Establish/maintain lines of succession
- F. Village Maintenance Department (LEOP - Annex K)
1. The Village Maintenance Department includes these functions:
 - a. Streets
 - b. Water/Waste Water
 - c. Parks and Recreation
 2. The request to respond to a disaster may initially be recognized as a problem locally or a call may come from dispatch at the Cass County 911 Communications Center
 3. The Incident Commander may designate a staging area for First Responders that may include the Village Maintenance Department function and any mutual aid that has been requested. If a staging area is established, it will be coordinated with the EOC.

4. Areas or key facilities that are *either* essential for disaster operations *or* have “vulnerable populations” that would require first considerations for restoration of services are:
 - a. Fire / City Hall
 - b. OPPD
 - c. Water - Rural
 - d. Alltel
 - e. Gas Station
5. Village Maintenance may be requested to attend EOC Briefings; inform the EOC/Board Chair of any problems.
6. If not being utilized in disaster operations, Village Maintenance may be required to assist other First Responders; equipment is listed in Attachment.
7. Streets - Disaster Responsibilities
 - a. First priority after a disaster is to clear debris from routes needed for First Responders
 - b. Close streets, if requested by Law Enforcement, to include transporting/erecting barricades, signs, and flags at control points established by Law Enforcement
 - c. Post traffic directional signs, if needed, particularly for evacuation.
 - d. The Village Maintenance Department, after initial disaster response, may need to coordinate with the EOC and/or Village Board on priority work assignments for streets.
 - e. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings.
 - f. Clear debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants.
 - g. Perform priority repairs to streets
 - h. Address drainage concerns
 - i. Provide emergency repair and maintenance of vehicles and equipment during disaster operations.

- j. If the disaster is extreme rainfall and flooding, notification of possible problems may come from the National Weather Service/911 Communications Center in Plattsmouth or from the Cass County Emergency Management Director monitoring threatening conditions. Village Maintenance and the Emergency Management Director will coordinate any needed sandbagging efforts

8. Water/Waste Water - Disaster Responsibilities

Water

- a. Can assess each house individually
- b. Maintain water pressure and uncontaminated water supply
- c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire
- d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill
- e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made
- f. Coordinate water testing with the State Health and Human Services System
- g. Provide potable emergency water supply
 - 1) Assistance is available, upon request, from Cass County Emergency Management
 - 2) Operations can include:
 - a) Locate suitable containers (bulk milk trucks may be available); fill with uncontaminated water
 - b) Distribute to points as coordinated by the EOC
- h. Safety inspect water system

Waste Water

- a. Maintain sanitary sewer operations

- b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the water system
 - c. Safety inspect waste water system if damaged from the disaster
 - d. Contract for porta-johns and for their maintenance; assistance is available, upon request, from Cass County Emergency Management
9. Although not considered as first response, the following responsibilities have been included in the Village Maintenance function:
- a. Parks and Recreation
 - 1) Survey damage to parks
 - 2) Determine priority of clean-up and repair with the Village Board at EOC Briefings
 - b. Debris Removal
 - 1) The Village Maintenance Department will primarily be responsible for ensuring timely removal of disaster debris
 - 2) Debris removal operations will be coordinated between Village Maintenance and the EOC/Emergency Management Director. On a daily basis, the Village of Murdock contracts local refuse haulers
 - 3) Disaster responsibilities in debris removal include, but are not limited to:
 - a) Obtain permission to dispose of normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items
 - b) In coordination with the Emergency Operations Center, establish temporary site for collection of debris
 - c) Will coordinate with the EOC in determining and establishing a tree burning area, if needed
 - d) Maintain "salvage depot" for unclaimed damaged property which is removed from public or private property
 - e) Determine if debris will be removed by Village employees from *residential areas* per Village policy

f) If it appears that the disaster may qualify for state or federal assistance, ensure that debris piles are photographed for documentation before disposal

g) Contact the railroad to move debris, if applicable

G. Other Utilities

1. Electricity

- a. Omaha Public Power District provides electricity to Murdock. The Murdock Emergency Management Liaison will automatically report any outages in the Village; telephone numbers to report outages are in Attachment A
- b. Determine extent of power failure throughout the Village
- c. Determine (situation dependent) the priority for restoring electricity to areas or key facilities; see list in F4 at the beginning of this section under Village Maintenance Department
- d. The Emergency Management Director may be requested to coordinate shelter to those residents in areas without electricity
- e. Provide emergency lighting where needed for disaster operations
- f. Coordinate use of emergency power generators with Emergency Management Director/EOC
- g. Omaha Public Power District will safety inspect electric systems on public and/or private buildings damaged from the disaster
- h. If necessary, may request a representative from OPPD at EOC Briefings

2. Natural Gas Service

- a. Aquila provides natural gas service to Murdock; telephone numbers to report problems are listed in Attachment A
- b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department
- c. Aquila will safety inspect their systems on public and/or private buildings damaged from the disaster

3. Telephone Service

- a. Alltel provides phone service to Murdock; disruption in service may be reported to the telephone numbers listed in Attachment A
- b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department

V. EMERGENCY OPERATIONS CENTER (EOC)

Responsibilities List For The Emergency Operations Center

A. Murdock Board Chair and Board Members (LEOP - Annex A)

Responsibilities of the Chair and the Board Members during disaster operations may include, but are not limited to:

1. Make executive decisions; establish policy needed to effectively respond to the disaster
2. Exercise emergency powers; provide policy decisions
3. Sign Disaster Declaration
4. Exercise final authority on subjects such as:
 - Curfews
 - Price restrictions
 - Standards for contractors, craftsmen
 - Temporary waivers for land use
 - Other related legal responsibilities
 - Evacuation decision
5. Approve emergency legislation for the Village
6. Chair or Board Member (as well as Fire Chief, Emergency Management Director) may activate the EOC

B. Board Chair of Murdock

The Murdock Board Chair will coordinate with the Emergency Management Director in providing the direction and control function for disaster operations.

The responsibilities of the Murdock Board Chair may include, but are not limited to:

1. Coordinate with the Village Board Members and the Emergency Management Director during disaster operations
2. The Board Chair may be alerted of a disaster situation by either the local Emergency Management Director or the 911 Communications Center
3. May activate the EOC
4. Report to the EOC to monitor the disaster incident through situation reports and data coming into the EOC. Visit the various areas of the disaster, as necessary
5. In conjunction with the Emergency Management Director, determine EOC staffing
6. Emergency Public Information (LEOP - Annex D)
 - a. The Board Chair *will ensure* that the public is given timely and accurate information through a designated Public Information Officer (PIO). The function of the PIO can be accomplished by either the:
 - 1) Village Board Chair
 - 2) Village Board Member
 - 3) Village Clerk
 - 4) Village Liaison Officer
 - b. When requested, Cass County Emergency Management can assist in emergency public information activities
 - c. Emergency public information responsibilities include:
 - 1) An "Information Center" to release emergency directions and information to the news media. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Murdock officials. Radio stations and the local newspaper are listed in Attachment A to this

PLAN; a complete listing of radio, television, and newspapers that can be used by PIOs is contained in Annex D, Attachment 2 in the Cass County LEOP

- 2) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as needed, at the Emergency Operating Center or at a location as dictated by the disaster
- d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information
- e. Serve as the source through which the media will gain access to public officials, if required
- f. Provide current and accurate information to the general public making inquiries
 - 1) Publicize telephone number, 402-867-2771, where official disaster information can be obtained by the public; the Village Clerk will coordinate these calls

Pre-disaster: educate/alert public to use 402-867-2771 for non-emergency calls after a disaster event
 - 2) Provide a daily "rumor control" sheet with information pertinent to the disaster for the person taking calls; allow this person to attend EOC Briefings
7. Provide over-all coordination of Village resources and purchasing for handling the disaster effort
8. In conjunction with needs of Field Operations and Emergency Management:
 - a. Recruit any Village resources not involved in disaster response who could assist in emergency duties
 - b. Provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.
 - c. Ensure safety of Village and emergency workers by: 1) establishing shifts; 2) may provide rest/break area for workers; 3) may establish a day care center for children of emergency workers (and/or victims)
9. Maintain current inventory and resource list of emergency equipment and supplies

10. Coordinate Village resources that may be used in disaster response/recovery
11. Coordinate with Village Attorney on any legal emergency matters
12. Respond to official inquiries
13. In conjunction with Village Maintenance, ensure coordination with representatives from each utility:
 - a. Electricity: Omaha Public Power District
 - b. Gas: Aquila
 - c. Telephone: Alltel
 - d. Coordination activity may include:
 - 1) Survey and report general damage to appropriate utility
 - 2) Determine priority of response/restoration, if needed
14. If a number of public buildings and/or streets have been affected by the disaster, assist in prioritizing return to service
15. Ensure the Cass County Building Inspector or emergency inspection teams, assisting in Damage Assessment, has designated someone to document damage through photographs should there later be an application for state or federal assistance
16. Ensure in conjunction with the Village Maintenance Department that debris removal is conducted; ensure debris piles are photographed or video-taped before disposal if it is likely there will be application for state or federal assistance
17. In conjunction with the Clerk, ensure that all expenses for the disaster are documented by the Village Clerk
18. Assist the Emergency Management Director in determining location for distribution of potable water and request Village Maintenance/Health Department provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water
19. Work with the Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation

20. Coordinate with the Cass County Building Inspector or emergency inspection teams in recovery and rebuilding efforts
21. Advise disaster victims of temporary emergency housing
22. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money
23. Ensure the Maintenance Department establishes a "salvage depot" for unclaimed items

C. Cass County Emergency Management Director

The Cass County Emergency Management Director/Liaison or designated representative will act as a disaster operations advisor to the Village Chair and Board. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Village Chair and Board.

Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for the readiness of the Emergency Operations Center to include adequate communications, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location, as needed
2. May activate the EOC; assume overall coordination of emergency operations of disaster response/recovery
3. In conjunction with the Village Chair, determine who is needed on the EOC Staff
4. Maintain a current call-down list of EOC Staff; call-in may be accomplished locally or by the 911 Communications Center
5. Coordinate additional communications support, if needed, with the Cass County Emergency Management Director
6. In coordination with the Village Board Chair, ensure that timely emergency information is given to the public by the designated Public Information Officer
7. Designate someone to track and record disaster events on a status board or flip chart; plot area of destruction on map

8. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with Village Officials how often Briefings are needed
9. Coordinate with Village resources as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid, and with Cass County government, as the situation dictates.
10. Flooding
 - a. If the danger is extreme rainfall and flooding, notification of possible problems may initially come from the 911 Communications Center, the National Weather Service, and/or from personal observation in Murdock; the Cass County Emergency Management Director has a pager and radio scanner and will monitor weather conditions
 - b. Implement flood watch procedures during periods of heavy rains/flooding as well as report rainfall and/or flood stages to Cass County Emergency Management Director
 - c. During flooding conditions, coordinate with the Maintenance Department in sandbagging operations for public buildings/entities
11. Support evacuation (LEOP - Annex E)
 - a. Select shelters
 - b. Request designated Public Information Officer to provide emergency information to the public concerning an evacuation
 - c. Coordinate transportation that may be required by residents for evacuation; transportation to shelter may be provided by:
 - 1) Murdock School
 - 2) Volunteers
 - 3) Additional school buses - call Cass County Emergency Management
 - 4) Eastern Nebraska Office on Aging Handi-Bus Service
 - 5) Mutual aid resources
 - 6) The telephone number that the public can call for transportation assistance is the Village Clerk's Office, 402-867-2133
 - d. Advise in selection of assembly points for transportation

12. Coordinate shelter operations (LEOP - Annex I)

a. American Red Cross

- 1) The Cass County Emergency Management Liaison will request services of the Red Cross *either through* the Cass County Emergency Management Director *or directly* from the Heartland Chapter of the American Red Cross in Omaha (402-343-7700, 24-hour number). The ARC will open shelter(s) and provide traditional emergency needs of evacuees:

- * shelter - cots, blankets
- * food (from local stores)
- * emergency family services
 - clothing
 - financial assistance
 - counseling
- * first aid
- * damage assessment

- 2) No pets (except service animals, ie. seeing-eye dogs) will be allowed in shelters
- 3) Red Cross will send a representative to EOC Briefings

b. May provide counseling services at shelters, if needed

13. Recommend that the Village Chair/Board declare an emergency; prepare the Disaster Declaration for signature of Murdock Village Board Chair and witness of the Village Clerk; see Attachment 3 in Annex A of the LEOP

14. Coordinate with Village Attorney on any legal emergency matters

15. Coordinate with the such organizations as the Red Cross, Social Services, Cass County Senior Citizens associated with the Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery

16. May assist Field Operations in identifying staging areas

17. Disseminate "identification cards"; assistance may be requested from Cass County Emergency Management; ID cards should be made available for:

- a. Emergency workers
- b. Volunteers
- c. Disaster area residents

- d. Appointed/elected officials

18. Organize the volunteer force

- a. Murdock Village Board Member will organize “on-the-spot” volunteers or will, if needed, request volunteer workers through the Public Information Officer
 - b. Guidelines for organizing a volunteer work force are included in Attachment 3 to Annex L in the Cass County LEOP
19. Coordinate with the Board Chair in determining *location* for distribution of potable water; assure the public is notified concerning availability and location of water by the designated Public Information Officer
20. Work with the Village Chair/Board in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation
21. *Make formal request to the next higher level of government, Cass County, for assistance if disaster response is beyond the capability of the Village*
22. Provide training for personnel who will respond to a disaster
23. Annually review/update these Suggested Operating Guidelines for the Village of Murdock

D. Village Attorney

- 1. Provide emergency legal counsel to Village officials on subjects such as:
 - Curfews
 - Price restrictions
 - Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
 - Temporary waivers for land use
 - Other related legal duties
- 2. Draft emergency legislation for the Village
- 3. Provide assistance in negotiating contracts for emergency services

E. Damage Assessment (LEOP - Annex C)

The Murdock Village Board Chair may either coordinate damage assessment efforts or request assistance from the Cass County Building Inspector or emergency inspection teams through the Cass County Emergency Management Director. Responsibilities in conducting damage assessment may include, but are not limited to:

1. Coordinate damage assessment, using the forms in Attachments 1 - 4 from Annex C in the Cass County LEOP; damage assessment will be conducted for:
 - a) Public entitiesHomes
 - b) Businesses
2. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained
3. Work with the American Red Cross damage assessment team to assure *all homes* have been surveyed for damage
4. In conjunction with Emergency Management and the Board Chair, assure someone is designated to photograph and record general public and private damage should there be an application for state or federal assistance
5. Compile all damage assessment reports into a summary document for use by EOC Staff
6. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing
7. Coordinate, as necessary, with utility services on safety inspection of their respective system on public buildings damaged from the disaster
8. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work
9. Assure that rebuilding is in compliance with the Village's development plan
10. Establish a point of contact for insurance adjusters and influx of builders and repairmen
11. Coordinate with local/area contractors and lumberyards to restore damaged public facilities
12. Ensure correct procedures for needed structural engineering services

13. Ensure all incoming contractors register through the Village Clerk's Office

F. Village Clerk

1. Witness Disaster Declaration
2. Track and document all expenses for disaster operations for the Village to include:
 - a. Labor (regular and overtime)
 - b. Equipment
 - c. Materials (to include parts and supplies used from the Village's inventory)
3. Assign (at the time of the disaster) an account number for emergency expenditures
4. When a disaster is declared by the Village Board Chair, implement policy concerning authority to Village departments to purchase or lease emergency supplies and/or equipment
5. Make emergency purchases, as required
6. In conjunction with the Chair, prepare necessary documentation required for state and federal disaster assistance applications

VI. ADDITIONAL DISASTER SERVICES

The following may support disaster operations. Responsibilities include, but are not limited to:

A. Public Health Coordination – State Dept. of Health (LEOP - Annex G)

1. Assume primary operational control for health related emergencies such as pollution, contamination, diseases, and epidemics
2. Coordinate mass inoculations; i.e, tetanus shots
3. Provide for food and drink purification
4. Contact Nebraska Health and Human Services System for inspections of contaminated food
5. Provide vector control
6. Inspect and control sanitary conditions

B. Elmwood - Murdock School - Superintendent

1. Pre-disaster: provide emergency safety education/drills in school for students and staff
2. Be prepared to evacuate and relocate children from school, if situation dictates; facilities need to be identified for relocation
3. Broadcast emergency school information, normally over local Radio and News Media
4. Perform initial damage assessment of affected school facilities
5. May furnish buses/vans and driver(s) for evacuation
6. May make school facilities available as evacuation shelter, staging area, morgue, as required
7. Be prepared to recall needed staff should a school facility be designated for disaster operations

C. Additional Heavy Equipment Resources

1. For a list of heavy equipment available from other towns in Cass County, refer to Cass County Emergency Management Director
2. Contact the Cass County Emergency Management Director for additional heavy equipment resources, as needed

D. Additional Counseling Resources

1. Churches
 - a. Local pastors
2. American Red Cross, Heartland Chapter, 402-342-7700
3. Nebraska State Patrol, Lincoln, 1-402-471-4545

Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster

4. County Extension Educator, Jim Carson, 402-267-2205

Can provide printed material on stress for individuals in disaster situations

5. Refer to Annex G, Attachment 1 in the Cass County LEOP for other counseling services
- E. Additional Resources For Individual Assistance Services
1. Senior Citizens Center, Murdock, 402-867-2022, (phone)
 2. NE Department of Social Services, 402-296-0000, (phone)
 3. Salvation Army, 402-898-5947, (phone)
 4. Nebraska Emergency Management Agency (after a Federal Disaster Declaration)

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**VILLAGE
OF
MURRAY**

**OPERATIONS
PLAN**

**FOR
DISASTER
RESPONSE
AND
RECOVERY**

2003

VILLAGE OF MURRAY EMERGENCY PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE VILLAGE OF MURRAY

I. PURPOSE

- A. The Emergency Preparedness Mission for the Village of Murray is to ensure the coordination of village resources to *effectively respond to and recover from a natural or manmade disaster* so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- B. This Plan *identifies the primary disaster responsibilities of Murray* village officials and employees. This plan is intended to "supplement" the Cass County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

II. PLANNING FACTORS FOR THIS PLAN

A. All-Hazards Approach

This plan use an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Murray is susceptible to a number of hazards. Officials from the Village have identified 10 possibilities; these are ranked as most probable below:

Aircraft Crash
HazMat (Transportation)
HazMat (Storage)
Ice Storm
Major Hail Storm
Major Highway Accident
Major Wind Storm
Major Winter Storm
Railway Derailment
Tornado
Water Failure/Storage

B. Vulnerable Populations

There are populations at risk in Murray. These will require special considerations in warning, evacuation, and other areas of disaster response. The vulnerable populations are:

School Day Care Centers

C. Primary Responsibility For Disaster Response and Recovery

1. The primary responsibility for the welfare of Murray residents during a disaster rests with the Murray Board Chair and the 5 Board Members. The Chair will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.
2. In the absence of the Murray Board Chair, the "established" line of succession will be:
 - a. Vice Chair
 - b. Board Member
 - c. Clerk

III. BASIC DISASTER OPERATIONS

A. Operations - Warning Phase

1. At the alert of a disaster situation, the Cass County 911 Communications Center will begin notification of those on their "emergency notification list".
2. The public may be warned by sirens; sirens may be sounded by either the:
 - a. Cass County 911 Communications Center in Plattsmouth, or
 - b. Fire Station in Murray.
3. Emergency information may be broadcast through local radio and television stations.
 - a. Radio stations that are commonly listened to by Murray residents are listed in Attachment A to this PLAN.
 - b. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Murray officials in broadcasting or faxing information to the media. A detailed media listing of radio/television stations as well as newspapers is included in Attachment 2 to Annex D in the Cass County LEOP.

B. Operations - Actual Disaster Overview

The first priority after a disaster has struck is lifesaving activities and subsequent preservation of property. First Responders will proceed to the scene of the disaster as soon as possible. Initial requests for assistance in Field Operations will be channeled through the Communications Center.

2. After initial response, the Emergency Operating Center (EOC) will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC.
3. Other agencies and groups as Additional Disaster Services may be called upon to provide additional disaster services as the Village begins the process of recovery from the disaster.
4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

C. Operations - Departmental Responsibilities

The Village of Murray has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass *three* areas:

1. Field Operations

- a. First Responders will provide the initial response to a disaster.
- b. First Responders normally include: a) Law Enforcement - Cass County Sheriff's Department; b) Murray Fire Department; c) Emergency Medical Services; d) Murray Maintenance Department.
- c. These First Responders will use an Incident Command System. One of the First Responder disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.
- d. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of these Suggested Operating Guidelines.
- e. When the Emergency Operations Center is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials at the EOC.

2. Emergency Operations Center (EOC)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

- a. The Emergency Management Director, the Fire Chief and the Chair or Village Board members, each have the authority to open the EOC for disaster operations. If any one of these is not available, their "line of succession" may assume authority in opening the EOC.
- b. The EOC Staff will work out of the Town Hall in Murray. This location provides communications capability and space for support equipment for disaster operations; however, there is/is no auxiliary power. The telephone number is 402-235-2119.
 - 1) The *alternate location* for the EOC will be the Cass County Emergency Management EOC at 8400 144th St., Weeping Water, NE.
 - 2) If necessary, a *mobile command vehicle* may be used for coordinating disaster operations until an EOC can be readied; mobile command vehicles that could be used include:
 - a) The Plattsmouth Fire Department Mobile Command Vehicle (can be requested through Cass County 911 Communications Center or Cass County Emergency Management Agency).
- c. Staffing at the EOC will be determined by the severity of the situation. Representatives of different responding agencies may choose to be at the EOC for Briefings only. Staff can include, but is not limited to:
 - 1) Village Board Chair (plus Board Members, as needed)
 - 2) Cass County Emergency Management Director, Emergency Management Liaison or designated representative
 - 3) Public Information Officer
 - 4) Damage Assessment Coordinator
 - 5) Resources/Volunteer Coordination
 - 6) Red Cross Representative
 - 7) Village Clerk, Village Attorney
 - 8) Representative from each of the First Responders
 - 9) Representative from any of the Additional Disaster Services listed in Section VI that are responding to the disaster

3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field Command or the EOC Staff and can include areas such as public health coordination, counseling services, additional resources for heavy equipment. These Disaster Services are listed in Section VI of this PLAN.

D. Field Operations and the Emergency Operations Center Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the Village of Murray.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations by use of the following:

- a. Two-way radio
- b. Cellular phone
- c. Runners
- d. 911 Communications Center - Cass County
 - 1) The 911 Communications Center in Plattsmouth, NE can assist Murray in emergency communications through the following functions:
 - a) Warning
 - b) Notifications to include notifying First Responders, the Emergency Management Director, Local Officials
 - c) Coordination of emergency radio traffic

2) EOC Briefings

Response and recovery efforts will be planned at daily EOC Briefings. Each department or agency working the disaster may be required to send a representative to report activities in their area.

E. Operations - Administration

Under the direction of the Murray Board Chair, the Village Clerk will document all expenses of the disaster operations. All 1) labor, 2) equipment, and 3) material expenditures for the disaster will be submitted to and documented by the Clerk. This will include:

1. Purchase or rent of needed equipment, materials, supplies for disaster operations,
2. All agreements and contracts on a *temporary* basis being recorded at the Clerk's Office,
3. Contracts for *permanent* repairs and/or new construction of public facilities following established, routine procedures.

IV. FIELD OPERATIONS

A. Primary Field Operational Control For The Disaster

1. All Village of Murray personnel will become familiar with an Incident Command System. This Incident Command System will be used to ensure *one point of contact* for field coordination.
2. If the disaster operation dictates, the Incident Commander may select *staging area(s)*. The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

1. In preparing these Suggested Operating Guidelines, Murray chairperson and other officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each area may not need to be applied to every disaster. However, the list is not all inclusive; at the direction of the Village Board, Village personnel may be requested to perform other disaster duties.
2. The task assignments for Village personnel are written in general terms and purposely do not tell supervisors how to do their jobs. Each department should develop guidelines for their specific operations in a disaster situation.
3. During disaster response and disaster operations, the following services *may* be provided by:

C. Law Enforcement - Cass County Sheriff's Department (LEOP - Annex H)

The Cass County Sheriff's Department may provide the following services, dependent upon the disaster:

1. Warning, by public address system or door-to-door notification
2. Evacuation operations, including coordinating with Emergency Management for support in evacuation procedures

Evacuation can be ordered by:

- a. *Incident Commander (on-scene, including the Fire Chief or Sheriff)*
- b. *Village Board*
- c. *Emergency Management Director*
3. Traffic and crowd control
4. Security and access control
5. Sending a representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems.

D. Murray Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene
2. Will assume primary operational control of fire suppression and explosions
3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials; as necessary, call Cass County Mutual Aid and Cass County Emergency Management Agency for assistance.
4. If properly trained, provide radiological monitoring at radiological accidents, including necessary coordination with NE Health Department (radiological area) and the Nebraska Emergency Management Agency
5. May implement Incident Command System
6. May request the EOC be opened for assistance in coordinating disaster response
7. Coordinate with Law Enforcement in search and rescue operations
8. Assist Law Enforcement in evacuation efforts
9. Assist Law Enforcement in warning by public address system or door-to-door
10. Assist Law Enforcement in crowd control/security of the disaster area
11. Assess need for other Village resources to respond and contact Incident Command; report this to the EOC

12. Implement mutual aid agreements with other jurisdictions, as needed
13. Coordinate staging area with the EOC
14. Provide back-up equipment for water pumping
15. Assist in safety inspections to assure the integrity of a structure before permitting re-occupancy
16. Send representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems
17. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC
18. Continue fire suppression operations for the remainder of the Village
19. Establish and maintain lines of succession

E. Emergency Medical Services - Chief Medical Officer (LEOP - Annex G)

Murray has no Emergency Medical Services (EMS); Murray Rural Fire and Rescue Department will provide basic life support; Out of County Mutual Aid resources will provide advanced life support services.

1. May be among First Responders at disaster scene
2. Operate emergency medical units to provide emergency treatment to injured personnel at the scene
3. May implement Incident Command System
4. Conduct triage operations, if needed
5. Transport victims
 - a. Ground transport of injured will usually be to Lincoln or Omaha; check with Law Enforcement/EOC for open routes when responding
 - b. Air ambulance service may be provided by Life Net (Omaha) or Start Care V (Lincoln)
 - c. Dead can be transported to funeral homes in Cass County:
6. Implement mutual aid agreements with other jurisdictions, as necessary
7. Is focal point for damage assessment pertaining to injured and dead

8. Send representative to Briefings at the EOC; inform the EOC/Board Chair of any problems
 9. Continue emergency medical services for the remainder of the Village
 10. Establish/maintain lines of succession
- F. Village Maintenance Department (LEOP - Annex K)
1. The Village Maintenance Department includes these functions:
 - a. Streets
 - b. Water/Waste Water
 - c. Parks and Recreation
 2. The request to respond to a disaster may initially be recognized as a problem locally or a call may come from dispatch at the Cass County 911 Communications Center
 3. The Incident Commander may designate a staging area for First Responders that may include the Village Maintenance Department function and any mutual aid that has been requested. If a staging area is established, it will be coordinated with the EOC.
 4. Areas or key facilities that are *either* essential for disaster operations *or* have “vulnerable populations” that would require first considerations for restoration of services are:
 - a. Town Hall
 - b. waste water plant / systems
 - c. water tower / systems
 5. Village Maintenance may be requested to attend EOC Briefings; inform the EOC/Board Chair of any problems
 6. If not being utilized in disaster operations, Village Maintenance may be required to assist other First Responders.
 7. Streets - Disaster Responsibilities
 - a. First priority after a disaster is to clear debris from routes needed for First Responders

- b. Close streets, if requested by Law Enforcement, to include transporting/erecting barricades, signs, and flags at control points established by Law Enforcement
- c. Post traffic directional signs, if needed, particularly for evacuation
- d. The Village Maintenance Department, after initial disaster response, may need to coordinate with the EOC and/or Village Board on priority work assignments for streets
- e. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings
- f. Clear debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants
- g. Perform priority repairs to streets
- h. Address drainage concerns
- i. Provide emergency repair and maintenance of vehicles and equipment during disaster operations
- j. If the disaster is extreme rainfall and flooding, notification of possible problems may come from the National Weather Service/911 Communications Center in Plattsmouth or from the Cass County Emergency Management Director in Weeping Water monitoring threatening conditions. Village Maintenance and the Emergency Management Director will coordinate any needed sandbagging efforts

8. Water/Waste Water - Disaster Responsibilities

Water

- a. Can assess each house individually
- b. Maintain water pressure and uncontaminated water supply
- c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire
- d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill
- e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made

- f. Coordinate water testing with the State Health and Human Services System
- g. Provide potable emergency water supply
 - 1) Assistance is available, upon request, from Cass County Emergency Management, the Nebraska State Health Department.
 - 2) Operations can include:
 - a) Locate suitable containers (bulk milk trucks may be available); fill with uncontaminated water
 - b) Distribute to points as coordinated by the EOC
- h. Safety inspect water system

Waste Water

- a. Maintain sanitary sewer operations
 - b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the water system
 - c. Safety inspect waste water system if damaged from the disaster
 - d. Contract for porta-johns and for their maintenance; assistance is available, upon request, from Cass County Emergency Management Agency.
9. Although not considered as first response, the following responsibilities have been included in the Village Maintenance function:
- a. Parks and Recreation
 - 1) Survey damage to parks
 - 2) Determine priority of clean-up and repair with the Village Board at EOC Briefings
 - b. Debris Removal
 - 1) The Village Maintenance Department will primarily be responsible for ensuring timely removal of disaster debris

- 2) Debris removal operations will be coordinated between Village Maintenance and the EOC/Emergency Management Director. On a daily basis, the Village of Murray contracts with local refuse haulers.
- 3) Disaster responsibilities in debris removal include, but are not limited to:
 - a) In coordination with the Emergency Operations Center, establish temporary site for collection of debris
 - b) Will coordinate with the EOC in determining and establishing a tree burning area, if needed
 - c) Maintain "salvage depot" for unclaimed damaged property which is removed from public or private property
 - d) Determine if debris will be removed by Village employees for *residential areas* per Village policy
 - e) If it appears that the disaster may qualify for state or federal assistance, ensure that debris piles are photographed for documentation before disposal
 - f) Contact the railroad to move debris, if applicable

G. Other Utilities

1. Electricity

- a. Nebraska Public Power District provides electricity to Murray. The Cass Emergency Management Liaison will automatically report any outages in the Village; telephone numbers to report outages are in Attachment A
- b. Determine extent of power failure throughout the Village
- c. Determine (situation dependent) the priority for restoring electricity to areas or key facilities; see list in F4 at the beginning of this section under Village Maintenance Department
- d. The Emergency Management Director may be requested to coordinate shelter to those residents in areas without electricity
- e. Provide emergency lighting where needed for disaster operations
- f. Coordinate use of emergency power generators with Emergency Management Director/EOC

- g. Nebraska Public Power District will safety inspect electric systems on public and/or private buildings damaged from the disaster
- h. If necessary, may request a representative from NPPD at EOC Briefings

2. Telephone Service

Alltel provides phone service to Murray; disruption in service may be reported to the telephone numbers listed in Attachment A

- b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department

V. EMERGENCY OPERATIONS CENTER (EOC)

Responsibilities List For The Emergency Operations Center

A. Murray Board Chair and Board Members (LEOP - Annex A)

Responsibilities of the Chair and the Board Members during disaster operations may include, but are not limited to:

- 1. Make executive decisions; establish policy needed to effectively respond to the disaster
- 2. Exercise emergency powers; provide policy decisions
- 3. Sign Disaster Declaration
- 4. Exercise final authority on subjects such as:
 - Curfews
 - Price restrictions
 - Standards for contractors, craftsmen
 - Temporary waivers for land use
 - Other related legal responsibilities
 - Evacuation decision
- 5. Approve emergency legislation for the Village

6. Chair or Board Member (as well as Fire Chief, Emergency Management Director) may activate the EOC

B. Board Chair of Murray

The Murray Board Chair will coordinate with the Emergency Management Director in providing the direction and control function for disaster operations. In the absence of the Chair, an appointed Board Member will perform the Chair's disaster operations duties.

The responsibilities of the Murray Board Chair may include, but are not limited to:

1. Coordinate with the Village Board Members and the Emergency Management Director during disaster operations
2. The Board Chair may be alerted of a disaster situation by either the local Emergency Management Director or the 911 Communications Center
3. May activate the EOC
4. Report to the EOC to monitor the disaster incident through situation reports and data coming into the EOC. Visit the various areas of the disaster, as necessary
5. In conjunction with the Emergency Management Director, determine EOC staffing
6. Emergency Public Information (LEOP - Annex D)
 - a. The Board Chair *will ensure* that the public is given timely and accurate information through a designated Public Information Officer (PIO). The function of the PIO can be accomplished by either the:
 - 1) Village Board Chair
 - 2) Village Board Member
 - 3) Village Clerk
 - b. When requested, Cass County Emergency Management Agency can assist in emergency public information activities
 - c. Emergency public information responsibilities include:
 - 1) An "Information Center" to release emergency directions and information to the news media. Assistance from either the Cass County Emergency Management Director or the Cass County Public

Information Officer may be requested by Murray officials. Radio stations and the local newspaper are listed in Annex D, Attachment 2 to this PLAN; a complete listing of radio, television, and newspapers that can be used by PIOs is contained in Annex D, Attachment 2 in the Cass County LEOP

- 2) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as needed, at the Emergency Operating Center or at a location as dictated by the disaster
- d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information
- e. Serve as the source through which the media will gain access to public officials, if required
- f. Provide current and accurate information to the general public making inquiries
 - 1) Publicize telephone number 402-235-2119, where official disaster information can be obtained by the public; the Village Clerk will coordinate these calls

Pre-disaster: educate/alert public to use 402-235-2119 for non-emergency calls after a disaster event
 - 2) Provide a daily "rumor control" sheet with information pertinent to the disaster for the person taking calls; allow this person to attend EOC Briefings
7. Provide over-all coordination of Village resources and purchasing for handling the disaster effort
8. In conjunction with needs of Field Operations and Emergency Management:
 - a. Recruit any Village resources not involved in disaster response who could assist in emergency duties
 - b. Provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.
 - c. Ensure safety of Village and emergency workers by: 1) establishing shifts; 2) may provide rest/break area for workers; 3) may establish a day care center for children of emergency workers (and/or victims)

9. Maintain current inventory and resource list of emergency equipment and supplies.
10. Coordinate Village resources that may be used in disaster response/recovery
11. Coordinate with Village Attorney on any legal emergency matters
12. Respond to official inquiries
13. In conjunction with Village Maintenance, ensure coordination with representatives from each utility:
 - a. Electricity: Nebraska Public Power District
 - b. Telephone: Alltel
 - c. Coordination activity may include:
 - 1) Survey and report general damage to appropriate utility
 - 2) Determine priority of response/restoration, if needed
14. If a number of public buildings and/or streets have been affected by the disaster, assist in prioritizing return to service
15. Ensure the Cass County Building Inspector, or the emergency inspection team, assisting in Damage Assessment, has designated someone to document damage through photographs should there later be an application for state or federal assistance
16. Ensure in conjunction with the Village Maintenance Department that debris removal is conducted; ensure debris piles are photographed or video-taped before disposal if it is likely there will be application for state or federal assistance
17. In conjunction with the Clerk, ensure that all expenses for the disaster are documented by the Village Clerk
18. Assist the Emergency Management Director in determining location for distribution of potable water and request Village Maintenance/Health Department provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water
19. Work with the Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation

20. Coordinate with the Cass County Building Inspector or emergency inspection team in recovery and rebuilding efforts
21. Advise disaster victims of temporary emergency housing
22. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money
23. Ensure the Maintenance Department establishes a "salvage depot" for unclaimed items

C. Cass Emergency Management Director

The Cass Emergency Management Director or his designated representative will act as a disaster operations advisor to the Village Chair and Board. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Village Chair and Board.

Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for the readiness of the Emergency Operations Center to include adequate communications, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location, as needed
2. May activate the EOC; assume overall coordination of emergency operations of disaster response/recovery
3. In conjunction with the Village Chair, determine who is needed on the EOC Staff
4. Maintain a current call-down list of EOC Staff; call-in may be accomplished locally or by the 911 Communications Center
5. Coordinate additional communications support, if needed, with the Cass County Emergency Management Director
6. In coordination with the Village Board Chair, ensure that timely emergency information is given to the public by the designated Public Information Officer
7. Designate someone to track and record disaster events on a status board or flip chart; plot area of destruction on map

8. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with Village Officials how often Briefings are needed
9. Coordinate with Village resources as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid, and with Cass County government, as the situation dictates
10. Flooding
 - a. If the danger is extreme rainfall and flooding, notification of possible problems may initially come from the 911 Communications Center, the National Weather Service, and/or from personal observation in Murray; the Cass Emergency Management Director has a pager and radio scanner and will monitor weather conditions
 - b. Implement flood watch procedures during periods of heavy rains/flooding as well as report rainfall and/or flood stages to Cass County Emergency Management Director.
 - c. During flooding conditions, coordinate with the Maintenance Department in sandbagging operations for public buildings/entities
11. Support evacuation (LEOP - Annex E)
 - a. Select shelters
 - b. Request designated Public Information Officer to provide emergency information to the public concerning an evacuation
 - c. Coordinate transportation that may be required by residents for evacuation; transportation to shelter may be provided by:
 - 1) Conestoga/Murray Schools
 - 2) Volunteers
 - 3) Additional school buses - call Cass County Emergency Management
 - 4) ENOA Handi-Bus Service
 - 5) Mutual aid resources
 - 6) The telephone number that the public can call for transportation assistance is the Village Clerk's Office, 781-9201
 - d. Advise in selection of assembly points for transportation

12. Coordinate shelter operations (LEOP - Annex I)

a. American Red Cross

- 1) The Village of Murray will request services of the Red Cross *either through* the Cass County Emergency Management Director *or directly* from the Heartland Chapter of the American Red Cross in Omaha (402-343-7700, 24-hour number). The ARC will open shelter(s) and provide traditional emergency needs of evacuees:

- * shelter - cots, blankets * first aid

- * food (from local stores) * damage assessment

- * emergency family services

- clothing

- financial assistance

- counseling

- 2) No pets (except service animals, ie. seeing-eye dogs) will be allowed in shelters

- 3) Red Cross will send a representative to EOC Briefings

b. May provide counseling services at shelters, if needed

13. Recommend that the Village Chair/Board declare an emergency; prepare the Disaster Declaration for signature of Murray Village Board Chair and witness of the Village Clerk; see Attachment 3 in Annex A of the LEOP

14. Coordinate with Village Attorney on any legal emergency matters

15. Coordinate with such organizations as the Red Cross, Social Services, the Eastern Nebraska Office on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery

16. May assist Field Operations in identifying staging areas

17. Disseminate "identification cards"; assistance may be requested from Cass County Emergency Management; ID cards should be made available for:

a. Emergency workers

b. Volunteers

- c. Disaster area residents
- d. Appointed/elected officials

18. Organize the volunteer force

- a. American Red Cross will organize “on-the-spot” volunteers or will, if needed, request volunteer workers through the Public Information Officer
 - b. Guidelines for organizing a volunteer work force are included in Attachment 3 to Annex L in the Cass County LEOP or in Pers. 1-11 in the Cass County Emergency Management Agency SOP Manual.
19. Coordinate with the Board Chair in determining *location* for distribution of potable water; assure the public is notified concerning availability and location of water by the designated Public Information Officer
20. Work with the Village Chair/Board in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation
21. *Make formal request to the next higher level of government, Cass County, for assistance if disaster response is beyond the capability of the Village*
22. Provide training for personnel who will respond to a disaster
23. Annually review/update these Suggested Operating Guidelines for the Village of Murray.

D. Village Attorney

- 1. Provide emergency legal counsel to Village officials on subjects such as:
 - Curfews
 - Price restrictions
 - Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
 - Temporary waivers for land use
 - Other related legal duties
- 2. Draft emergency legislation for the Village

3. Provide assistance in negotiating contracts for emergency services

E. Damage Assessment (LEOP - Annex C)

The Murray Village Board Chair may either coordinate damage assessment efforts or request assistance from the Cass County Building Inspector through the Cass County Emergency Management Director. Responsibilities in conducting damage assessment may include, but are not limited to:

1. Coordinate damage assessment, using the forms in Attachments 1-4 from Annex C in the Cass County LEOP; damage assessment will be conducted for:
 - a) Public entities
 - b) Homes
 - c) Businesses
2. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained
3. Work with the American Red Cross damage assessment team to assure *all homes* have been surveyed for damage
4. In conjunction with Emergency Management and the Board Chair, assure someone is designated to photograph and record general public and private damage should there be an application for state or federal assistance
5. Compile all damage assessment reports into a summary document for use by EOC Staff
6. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing
7. Coordinate, as necessary, with utility services on safety inspection of their respective system on public buildings damaged from the disaster
8. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work
9. Assure that rebuilding is in compliance with the Village's development plan
10. Establish a point of contact for insurance adjusters and influx of builders and repairmen

11. Coordinate with local/area contractors and lumberyards to restore damaged public facilities
12. Ensure correct procedures for needed structural engineering services
13. Ensure all incoming contractors register through the Village Clerk's Office

F. Village Clerk

1. Witness Disaster Declaration
2. Track and document all expenses for disaster operations for the Village to include:
 - a. Labor (regular and overtime)
 - b. Equipment
 - c. Materials (to include parts and supplies used from the Village's inventory)
3. Assign (at the time of the disaster) an account number for emergency expenditures
4. When a disaster is declared by the Village Board Chair, implement policy concerning authority to Village departments to purchase or lease emergency supplies and/or equipment
5. Make emergency purchases, as required
6. In conjunction with the Chair, prepare necessary documentation required for state and federal disaster assistance applications

VI. ADDITIONAL DISASTER SERVICES

The following may support disaster operations. Responsibilities include, but are not limited to:

A. Public Health Coordination – State Dept. of Health
(LEOP - Annex G)

1. Assume primary operational control for health related emergencies such as pollution, contamination, diseases, and epidemics
2. Coordinate mass inoculations; i.e, tetanus shots
3. Provide for food and drink purification

4. Contact Nebraska Health and Human Services System for inspections of contaminated food
5. Provide vector control
6. Inspect and control sanitary conditions

B. Conestoga/Murray School - Superintendent

1. Pre-disaster: provide emergency safety education/drills in school for students and staff
2. Be prepared to evacuate and relocate children from school, if situation dictates; facilities need to be identified for relocation
3. Broadcast emergency school information, normally over local radio and news media.
4. Perform initial damage assessment of affected school facilities May furnish buses/vans and driver(s) for evacuation
6. May make school facilities available as evacuation shelter, staging area, morgue, as required
7. Be prepared to recall needed staff should a school facility be designated for disaster operations

C. Additional Heavy Equipment Resources

1. For a list of heavy equipment available from other towns in Cass County, refer to Cass County Emergency Management Director.

D. Additional Counseling Resources

1. Churches
 - a. Local pastors
 - b. American Red Cross, Heartland Chapter, 402-342-7700
3. Nebraska State Patrol, Lincoln, 1-402-471-4545

Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster

4. Cass County Extension Educator, 402-267-2205

Can provide printed material on stress for individuals in disaster situations

5. Refer to Annex G, Attachment 1 in the Cass County LEOP for other counseling services
- E. Additional Resources For Individual Assistance Services
1. NE Department of Social Services, 402-296-0000, (phone)
 2. Salvation Army, 402-898-5947, (phone)
 3. Nebraska Emergency Management Agency (after a Federal Disaster Declaration) via Cass County Emergency Management Agency 402-267-6765

**VILLAGE
OF
NEHAWKA**

**OPERATIONS
PLAN**

**FOR
DISASTER
RESPONSE
AND
RECOVERY**

2003

VILLAGE OF NEHAWKA EMERGENCY PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE VILLAGE OF NEHAWKA

I. PURPOSE

- A. The Emergency Preparedness Mission for the Village of Nehawka is to ensure the coordination of village resources to *effectively respond to and recover from a natural or manmade disaster* so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- B. This Plan *identifies the primary disaster responsibilities of Nehawka* village officials and employees. This plan is intended to "supplement" the Cass County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

II. PLANNING FACTORS FOR THIS PLAN

A. All-Hazards Approach

This plan use an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Nehawka is susceptible to a number of hazards. Officials from the Village have identified 17 possibilities; these are ranked as most probable below:

Aircraft Crash
Flash Flood
Flood
HazMat (Transportation)
HazMat (Storage)
Ice Storm
Major Fire - Grassland
Major Industrial Accident (CO-OP)
Major Hail Storm
Major Highway Accident
Major Water Contamination
Major Wind Storm
Major Winter Storm
Major/Prolonged Power Failure
Railway Derailment
Tornado
Water Failure/Storage

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B. Vulnerable Populations

There are populations at risk in Nehawka. These will require special considerations in warning, evacuation, and other areas of disaster response. The vulnerable populations are:

School

Day Care Centers

Large Gatherings

C. Primary Responsibility For Disaster Response and Recovery

1. The primary responsibility for the welfare of Nehawka residents during a disaster rests with the Nehawka Board Chair and the 4 Board Members. The Chair will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.
2. In the absence of the Nehawka Board Chair, the "established" line of succession will be:
 - a. Pro-Tem: Nancy Jones
 - b. Brian Phelps
 - c. Craig Snyder
 - d. Rod Trimmer

III. BASIC DISASTER OPERATIONS

A. Operations - Warning Phase

1. At the alert of a disaster situation, the Cass County 911 Communications Center will begin notification of those on their "emergency notification list".
2. The public may be warned by sirens; sirens may be sounded by either the:
 - a. Cass County 911 Communications Center in Plattsmouth, or
 - b. Fire Station in Nehawka.

3. Emergency information may be broadcast through local radio and television stations.
 - a. Radio stations that are commonly listened to by Nehawka residents are listed in Attachment A to this PLAN.
 - b. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Nehawka officials in broadcasting or faxing information to the media. A detailed media listing of radio/television stations as well as newspapers is included in Attachment 2 to Annex D in the Cass County LEOP.

B. Operations - Actual Disaster Overview

1. The first priority after a disaster has struck is lifesaving activities and subsequent preservation of property. First Responders will proceed to the scene of the disaster as soon as possible. Initial requests for assistance in Field Operations will be channeled through the Communications Center.
2. After initial response, the Emergency Operating Center (EOC) will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC.
3. Other agencies and groups as Additional Disaster Services may be called upon to provide additional disaster services as the Village begins the process of recovery from the disaster.
4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

C. Operations - Departmental Responsibilities

The Village of Nehawka has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass *three* areas:

1. Field Operations
 - a. First Responders will provide the initial response to a disaster.
 - b. First Responders normally include: a) Law Enforcement - Cass County Sheriff's Department; b) Nehawka Fire Department; c) Emergency Medical Services; d) Nehawka Maintenance Department.

- c. These First Responders will use an Incident Command System. One of the First Responder disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.
- d. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of these Suggested Operating Guidelines.
- e. When the Emergency Operations Center is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials at the EOC.

2. Emergency Operations Center (EOC)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

- a. The Emergency Management Director, the Fire Chief and the Chair or Village Board members, each have the authority to open the EOC for disaster operations. If any one of these is not available, their "line of succession" may assume authority in opening the EOC.
- b. The EOC Staff will work out of the Fire Station in Nehawka. This location provides communications capability and space for support equipment for disaster operations; however, there is no auxiliary power. The telephone number is 402-227-2030.
 - 1) The *alternate location* for the EOC will be the Cass County Emergency Management EOC at 8400 144th St., Weeping Water, NE.
 - 2) If necessary, a *mobile command vehicle* may be used for coordinating disaster operations until an EOC can be readied; mobile command vehicles that could be used include:
 - a) the Plattsmouth Fire Department Mobile Command Vehicle (can be requested through Cass County 911 Communications Center or Cass County Emergency Management Agency).
- c. Staffing at the EOC will be determined by the severity of the situation. Representatives of different responding agencies may choose to be at the EOC for Briefings only. Staff can include, but is not limited to:
 - 1) Village Board Chair (plus Board Members, as needed)

- 2) Cass County Emergency Management Director, Emergency Management Liaison or designated representative
- 3) Public Information Officer
- 4) Damage Assessment Coordinator
- 5) Resources/Volunteer Coordination
- 6) Red Cross Representative
- 7) Village Clerk, Village Attorney
- 8) Representative from each of the First Responders
- 9) Representative from any of the Additional Disaster Services listed in Section VI that are responding to the disaster

3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field Command or the EOC Staff and can include areas such as public health coordination, counseling services, additional resources for heavy equipment. These Disaster Services are listed in Section VI of this PLAN.

D. Field Operations and the Emergency Operations Center Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the Village of Nehawka.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations by use of the following:
 - a. Two-way radio
 - b. Cellular phone
 - c. Runners
 - d. 911 Communications Center - Cass County
 - 1) The 911 Communications Center in Plattsmouth, NE can assist Nehawka in emergency communications through the following functions:
 - a) Warning

b) Notifications to include notifying First Responders, the Emergency Management Director, Local Officials

c) Coordination of emergency radio traffic

2. EOC Briefings

Response and recovery efforts will be planned at daily EOC Briefings. Each department or agency working the disaster may be required to send a representative to report activities in their area.

E. Operations - Administration

Under the direction of the Nehawka Board Chair, the Village Clerk will document all expenses of the disaster operations. All 1) labor, 2) equipment, and 3) material expenditures for the disaster will be submitted to and documented by the Clerk. This will include:

1. Purchase or rent of needed equipment, materials, supplies for disaster operations,
2. All agreements and contracts on a *temporary* basis being recorded at the Clerk's Office,
3. Contracts for *permanent* repairs and/or new construction of public facilities following established, routine procedures.

IV. FIELD OPERATIONS

A. Primary Field Operational Control For The Disaster

1. All Village of Nehawka personnel will become familiar with an Incident Command System. This Incident Command System will be used to ensure *one point of contact* for field coordination.
2. If the disaster operation dictates, the Incident Commander may select *staging area(s)*. The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

1. In preparing these Suggested Operating Guidelines, Nehawka officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each area may not need to be applied to every disaster. However,

the list is not all inclusive; at the direction of the Village Board, Village personnel may be requested to perform other disaster duties.

2. The task assignments for Village personnel are written in general terms and purposely do not tell supervisors how to do their jobs. Each department should develop guidelines for their specific operations in a disaster situation.
3. During disaster response and disaster operations, the following services *may* be provided by:

C. Law Enforcement - Cass County Sheriff's Department (LEOP - Annex H)

The Cass County Sheriff's Department may provide the following services, dependent upon the disaster:

1. Warning, by public address system or door-to-door notification
2. Evacuation operations, including coordinating with Emergency Management for support in evacuation procedures

Evacuation can be ordered by:

- a. *Incident Commander (on-scene, including the Fire Chief or Sheriff)*
- b. *Village Board*
- c. *Emergency Management Director*

3. Traffic and crowd control
4. Security and access control
5. Sending a representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

D. Nehawka Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene
2. Will assume primary operational control of fire suppression and explosions
3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials; as necessary, call Cass County Mutual Aid and Cass County Emergency Management Agency for assistance.

4. If properly trained, provide radiological monitoring at radiological accidents, including necessary coordination with NE Health Department (radiological area) and the Nebraska Emergency Management Agency
5. May implement Incident Command System
6. May request the EOC be opened for assistance in coordinating disaster response
7. Coordinate with Law Enforcement in search and rescue operations
8. Assist Law Enforcement in evacuation efforts
9. Assist Law Enforcement in warning by public address system or door-to-door
10. Assist Law Enforcement in crowd control/security of the disaster area
11. Assess need for other Village resources to respond and contact Incident Command; report this to the EOC
12. Implement mutual aid agreements with other jurisdictions, as needed
13. Coordinate staging area with the EOC
14. Provide back-up equipment for water pumping
15. Assist in safety inspections to assure the integrity of a structure before permitting re-occupancy
16. Send representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems
17. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC
18. Continue fire suppression operations for the remainder of the Village
19. Establish and maintain lines of succession

E. Emergency Medical Services – Rescue Captain (LEOP - Annex G)

Nehawka has Emergency Medical Services (EMS) that will provide basic life support; Out of County Mutual Aid resources will provide advanced life support services.

1. May be among First Responders at disaster scene

2. Operate emergency medical units to provide emergency treatment to injured personnel at the scene
 3. May implement Incident Command System
 4. Conduct triage operations, if needed
 5. Transport victims
 - a. Ground transport of injured will usually be to Lincoln or Omaha; check with Law Enforcement/EOC for open routes when responding
 - b. Air ambulance service may be provided by Life Net (Omaha) or Start Care V (Lincoln)
 - c. Dead can be transported to funeral homes in Cass County:
 6. Implement mutual aid agreements with other jurisdictions, as necessary
 7. Is focal point for damage assessment pertaining to injured and dead
 8. Send representative to Briefings at the EOC; inform the EOC/Board Chair of any problems
 9. Continue emergency medical services for the remainder of the Village
 10. Establish/maintain lines of succession
- F. Village Maintenance Department (LEOP - Annex K)
1. The Village Maintenance Department includes these functions:
 - a. Streets
 - b. Water/Waste Water
 - c. Parks and Recreation
 2. The request to respond to a disaster may initially be recognized as a problem locally or a call may come from dispatch at the Cass County 911 Communications Center
 3. The Incident Commander may designate a staging area for First Responders that may include the Village Maintenance Department function and any mutual aid that has been requested. If a staging area is established, it will be coordinated with the EOC.

4. Areas or key facilities that are *either* essential for disaster operations *or* have “vulnerable populations” that would require first considerations for restoration of services are:
 - a. fire station
 - b. community building / village office
 - c. NPPD electrical substation
 - d. rural water tower
 - e. waste water treatment plant
 - f. telephone office
 - g. co-op gas station
5. Village Maintenance may be requested to attend EOC Briefings; inform the EOC/Board Chair of any problems
6. If not being utilized in disaster operations, Village Maintenance may be required to assist other First Responders
7. Streets - Disaster Responsibilities
 - a. First priority after a disaster is to clear debris from routes needed for First Responders
 - b. Close streets, if requested by Law Enforcement, to include transporting/erecting barricades, signs, and flags at control points established by Law Enforcement
 - c. Post traffic directional signs, if needed, particularly for evacuation
 - d. The Village Maintenance Department, after initial disaster response, may need to coordinate with the EOC and/or Village Board on priority work assignments for streets
 - e. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings
 - f. Clear debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants
 - g. Perform priority repairs to streets

- h. Address drainage concerns
- i. Provide emergency repair and maintenance of vehicles and equipment during disaster operations
- j. If the disaster is extreme rainfall and flooding, notification of possible problems may come from the National Weather Service/911 Communications Center in Plattsmouth or from the Cass County Emergency Management Director in Weeping Water monitoring threatening conditions. Village Maintenance and the Emergency Management Director will coordinate any needed sandbagging efforts

8. Water/Waste Water - Disaster Responsibilities

Water

- a. Can assess each house individually
- b. Maintain water pressure and uncontaminated water supply
- c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire
- d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill
- e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made
- f. Coordinate water testing with the State Health and Human Services System
- g. Provide potable emergency water supply
 - 1) Assistance is available, upon request, from Cass County Emergency Management, the Nebraska State Health Department.
 - 2) Operations can include:
 - a) Locate suitable containers (bulk milk trucks may be available); fill with uncontaminated water
 - b) Distribute to points as coordinated by the EOC
- h. Safety inspect water system

Waste Water

- a. Maintain sanitary sewer operations
 - b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the water system
 - c. Safety inspect waste water system if damaged from the disaster
 - d. Contract for porta-johns and for their maintenance; assistance is available, upon request, from Cass County Emergency Management Agency.
9. Although not considered as first response, the following responsibilities have been included in the Village Maintenance function:

- a. Parks and Recreation

- 1) Survey damage to parks
- 2) Determine priority of clean-up and repair with the Village Board at EOC Briefings

- b. Debris Removal

- 1) The Village Maintenance Department will primarily be responsible for ensuring timely removal of disaster debris
- 2) Debris removal operations will be coordinated between Village Maintenance and the EOC/Emergency Management Director. On a daily basis, the Village of Nehawka contracts with local refuse haulers.
- 3) Disaster responsibilities in debris removal include, but are not limited to:
 - a) In coordination with the Emergency Operations Center, establish temporary site for collection of debris
 - b) Will coordinate with the EOC in determining and establishing a tree burning area, if needed
 - c) Maintain "salvage depot" for unclaimed damaged property which is removed from public or private property
 - d) Determine if debris will be removed by Village employees for *residential areas* per Village policy

e) If it appears that the disaster may qualify for state or federal assistance, ensure that debris piles are photographed for documentation before disposal

f) Contact the railroad to move debris, if applicable

G. Other Utilities

1. Electricity

- a. Nebraska Public Power District provides electricity to the village of Nehawka and Omaha Public Power District provides electricity to the rural Nehawka residences. The Cass Emergency Management Liaison will automatically report any outages in the Village; telephone numbers to report outages are in Attachment A
- b. Determine extent of power failure throughout the Village
- c. Determine (situation dependent) the priority for restoring electricity to areas or key facilities; see list in F4 at the beginning of this section under Village Maintenance Department
- d. The Emergency Management Director may be requested to coordinate shelter to those residents in areas without electricity
- e. Provide emergency lighting where needed for disaster operations
- f. Coordinate use of emergency power generators with Emergency Management Director/EOC
- g. Nebraska Public Power District and Omaha Public Power District will safety inspect electric systems on public and/or private buildings damaged from the disaster
- h. If necessary, may request a representative from OPPD and NPPD at EOC Briefings

2. Telephone Service

- a. Alltel provides phone service to Nehawka; disruption in service may be reported to the telephone numbers listed in Attachment A
- b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department

V. EMERGENCY OPERATIONS CENTER (EOC)

Responsibilities List For The Emergency Operations Center

A. Nehawka Board Chair and Board Members (LEOP - Annex A)

Responsibilities of the Chair and the Board Members during disaster operations may include, but are not limited to:

1. Make executive decisions; establish policy needed to effectively respond to the disaster
2. Exercise emergency powers; provide policy decisions
3. Sign Disaster Declaration
4. Exercise final authority on subjects such as:
 - Curfews
 - Price restrictions
 - Standards for contractors, craftsmen
 - Temporary waivers for land use
 - Other related legal responsibilities
 - Evacuation decision
5. Approve emergency legislation for the Village
6. Chair or Board Member (as well as Fire Chief, Emergency Management Director) may activate the EOC

B. Board Chair of Nehawka

The Nehawka Board Chair will coordinate with the Emergency Management Director in providing the direction and control function for disaster operations. In the absence of the Chair, an appointed Board Member will perform the Chair's disaster operations duties.

The responsibilities of the Nehawka Board Chair may include, but are not limited to:

1. Coordinate with the Village Board Members and the Emergency Management Director during disaster operations
2. The Board Chair may be alerted of a disaster situation by either the local Emergency Management Director or the 911 Communications Center
3. May activate the EOC
4. Report to the EOC to monitor the disaster incident through situation reports and data coming into the EOC. Visit the various areas of the disaster, as necessary
5. In conjunction with the Emergency Management Director, determine EOC staffing
6. Emergency Public Information (LEOP - Annex D)
 - a. The Board Chair *will ensure* that the public is given timely and accurate information through a designated Public Information Officer (PIO). The function of the PIO can be accomplished by either the:
 - 1) Village Board Chair
 - 2) Village Board Member
 - 3) Village Clerk
 - b. When requested, Cass County Emergency Management Agency can assist in emergency public information activities
 - c. Emergency public information responsibilities include:
 - 1) An "Information Center" to release emergency directions and information to the news media. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Nehawka officials. Radio stations and the local newspaper are listed in Annex D, Attachment 2 to this PLAN; a complete listing of radio, television, and newspapers that can be used by PIOs is contained in Annex D, Attachment 2 in the Cass County LEOP
 - 2) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as needed, at the Emergency Operating Center or at a location as dictated by the disaster

- d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information
- e. Serve as the source through which the media will gain access to public officials, if required
- f. Provide current and accurate information to the general public making inquiries
 - 1) Publicize telephone number 402-227-3495 where official disaster information can be obtained by the public; the Village Clerk will coordinate these calls

Pre-disaster: educate/alert public to use 402-227-3495 for non-emergency calls after a disaster event
 - 2) Provide a daily "rumor control" sheet with information pertinent to the disaster for the person taking calls; allow this person to attend EOC Briefings
- 7. Provide over-all coordination of Village resources and purchasing for handling the disaster effort
- 8. In conjunction with needs of Field Operations and Emergency Management:
 - a. Recruit any Village resources not involved in disaster response who could assist in emergency duties
 - b. Provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.
 - c. Ensure safety of Village and emergency workers by: 1) establishing shifts; 2) may provide rest/break area for workers; 3) may establish a day care center for children of emergency workers (and/or victims)
- 9. Maintain current inventory and resource list of emergency equipment and supplies
- 10. Coordinate Village resources that may be used in disaster response/recovery
- 11. Coordinate with Village Attorney on any legal emergency matters
- 12. Respond to official inquiries

13. In conjunction with Village Maintenance, ensure coordination with representatives from each utility:
 - a. Electricity: Omaha Public Power District & Nebraska Public Power District
 - b. Telephone: Alltel
 - c. Coordination activity may include:
 - 1) Survey and report general damage to appropriate utility
 - 2) Determine priority of response/restoration, if needed
14. If a number of public buildings and/or streets have been affected by the disaster, assist in prioritizing return to service
15. Ensure the Cass County Building Inspector, or the emergency inspection team, assisting in Damage Assessment, has designated someone to document damage through photographs should there later be an application for state or federal assistance
16. Ensure in conjunction with the Village Maintenance Department that debris removal is conducted; ensure debris piles are photographed or video-taped before disposal if it is likely there will be application for state or federal assistance
17. In conjunction with the Clerk, ensure that all expenses for the disaster are documented by the Village Clerk
18. Assist the Emergency Management Director in determining location for distribution of potable water and request Village Maintenance/Health Department provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water
19. Work with the Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation
20. Coordinate with the Cass County Building Inspector or emergency inspection team in recovery and rebuilding efforts
21. Advise disaster victims of temporary emergency housing
22. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money

23. Ensure the Maintenance Department establishes a "salvage depot" for unclaimed items

C. Cass Emergency Management Director

The Cass Emergency Management Director or his designated representative will act as a disaster operations advisor to the Village Chair and Board. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Village Chair and Board.

Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for the readiness of the Emergency Operations Center to include adequate communications, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location, as needed
2. May activate the EOC; assume overall coordination of emergency operations of disaster response/recovery
3. In conjunction with the Village Chair, determine who is needed on the EOC Staff
4. Maintain a current call-down list of EOC Staff; call-in may be accomplished locally or by the 911 Communications Center
5. Coordinate additional communications support, if needed, with the Cass County Emergency Management Director
6. In coordination with the Village Board Chair, ensure that timely emergency information is given to the public by the designated Public Information Officer
7. Designate someone to track and record disaster events on a status board or flip chart; plot area of destruction on map
8. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with Village Officials how often Briefings are needed
9. Coordinate with Village resources as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid, and with Cass County government, as the situation dictates

10. Flooding

- a. If the danger is extreme rainfall and flooding, notification of possible problems may initially come from the 911 Communications Center, the National Weather Service, and/or from personal observation in Nehawka; the Cass Emergency Management Director has a pager and radio scanner and will monitor weather conditions
- b. Implement flood watch procedures during periods of heavy rains/flooding as well as report rainfall and/or flood stages to Cass County Emergency Management Director.
- c. During flooding conditions, coordinate with the Maintenance Department in sandbagging operations for public buildings/entities

11. Support evacuation (LEOP - Annex E)

- a. Select shelters
- b. Request designated Public Information Officer to provide emergency information to the public concerning an evacuation
- c. Coordinate transportation that may be required by residents for evacuation; transportation to shelter may be provided by:
 - 1) Conestoga/Nehawka Schools
 - 2) Volunteers
 - 3) Additional school buses - call Cass County Emergency Management
 - 4) ENOA Handi-Bus Service
 - 5) Mutual aid resources
 - 6) The telephone number that the public can call for transportation assistance is the Village Clerk's Office, 227-3495.
- d. Advise in selection of assembly points for transportation

12. Coordinate shelter operations (LEOP - Annex I)

a. American Red Cross

- 1) The Village of Nehawka will request services of the Red Cross *either through* the Cass County Emergency Management Director *or directly* from the Heartland Chapter of the American Red Cross in Omaha (402-343-7700, 24-hour number). The ARC will open shelter(s) and provide traditional emergency needs of evacuees:

- * shelter - cots, blankets
- * food (from local stores)
- * emergency family services
 - clothing
 - financial assistance
 - counseling
- * first aid
- * damage assessment

- 2) No pets (except service animals, ie. seeing-eye dogs) will be allowed in shelters

- 3) Red Cross will send a representative to EOC Briefings

b. May provide counseling services at shelters, if needed

13. Recommend that the Village Chair/Board declare an emergency; prepare the Disaster Declaration for signature of Nehawka Village Board Chair and witness of the Village Clerk; see Attachment 3 in Annex A of the LEOP

14. Coordinate with Village Attorney on any legal emergency matters

15. Coordinate with such organizations as the Red Cross, Social Services, the Eastern Nebraska Office on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery

16. May assist Field Operations in identifying staging areas

17. Disseminate "identification cards"; assistance may be requested from Cass County Emergency Management; ID cards should be made available for:

- a. Emergency workers
- b. Volunteers
- c. Disaster area residents
- d. Appointed/elected officials

18. Organize the volunteer force

- a. American Red Cross will organize “on-the-spot” volunteers or will, if needed, request volunteer workers through the Public Information Officer
- b. Guidelines for organizing a volunteer work force are included in Attachment 3 to Annex L in the Cass County LEOP or in Pers. 1-11 in the Cass County Emergency Management Agency SOP Manual.

19. Coordinate with the Board Chair in determining *location* for distribution of potable water; assure the public is notified concerning availability and location of water by the designated Public Information Officer

20. Work with the Village Chair/Board in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation

21. *Make formal request to the next higher level of government, Cass County, for assistance if disaster response is beyond the capability of the Village*

22. Provide training for personnel who will respond to a disaster

23. Annually review/update these Suggested Operating Guidelines for the Village of Nehawka.

D. Village Attorney

1. Provide emergency legal counsel to Village officials on subjects such as:

- Curfews
- Price restrictions
- Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
- Temporary waivers for land use
- Other related legal duties

2. Draft emergency legislation for the Village

3. Provide assistance in negotiating contracts for emergency services

E. Damage Assessment (LEOP - Annex C)

The Nehawka Village Board Chair may either coordinate damage assessment efforts or request assistance from the Cass County Building Inspector through the Cass County Emergency Management Director. Responsibilities in conducting damage assessment may include, but are not limited to:

1. Coordinate damage assessment, using the forms in Attachments 1-4 from Annex C in the Cass County LEOP; damage assessment will be conducted for:
 - a. Public entities
 - b. Homes
 - c. Businesses
2. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained
3. Work with the American Red Cross damage assessment team to assure *all homes* have been surveyed for damage
4. In conjunction with Emergency Management and the Board Chair, assure someone is designated to photograph and record general public and private damage should there be an application for state or federal assistance
5. Compile all damage assessment reports into a summary document for use by EOC Staff
6. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing
7. Coordinate, as necessary, with utility services on safety inspection of their respective system on public buildings damaged from the disaster
8. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work
9. Assure that rebuilding is in compliance with the Village's development plan
10. Establish a point of contact for insurance adjusters and influx of builders and repairmen
11. Coordinate with local/area contractors and lumberyards to restore damaged public facilities

12. Ensure correct procedures for needed structural engineering services
13. Ensure all incoming contractors register through the Village Clerk's Office

F. Village Clerk

1. Witness Disaster Declaration
2. Track and document all expenses for disaster operations for the Village to include:
 - a. Labor (regular and overtime)
 - b. Equipment
 - c. Materials (to include parts and supplies used from the Village's inventory)
3. Assign (at the time of the disaster) an account number for emergency expenditures
4. When a disaster is declared by the Village Board Chair, implement policy concerning authority to Village departments to purchase or lease emergency supplies and/or equipment
5. Make emergency purchases, as required
6. In conjunction with the Chair, prepare necessary documentation required for state and federal disaster assistance applications

VI. ADDITIONAL DISASTER SERVICES

The following may support disaster operations. Responsibilities include, but are not limited to:

A. Public Health Coordination – State Dept. of Health
(LEOP - Annex G)

1. Assume primary operational control for health related emergencies such as pollution, contamination, diseases, and epidemics
2. Coordinate mass inoculations; i.e, tetanus shots
3. Provide for food and drink purification

4. Contact Nebraska Health and Human Services System for inspections of contaminated food
5. Provide vector control
6. Inspect and control sanitary conditions

B. Conestoga/Nehawka School - Superintendent

1. Pre-disaster: provide emergency safety education/drills in school for students and staff
2. Be prepared to evacuate and relocate children from school, if situation dictates; facilities need to be identified for relocation
3. Broadcast emergency school information, normally over local radio and news media.
4. Perform initial damage assessment of affected school facilities
5. May furnish buses/vans and driver(s) for evacuation
6. May make school facilities available as evacuation shelter, staging area, morgue, as required
7. Be prepared to recall needed staff should a school facility be designated for disaster operations

C. Additional Heavy Equipment Resources

1. For a list of heavy equipment available from other towns in Cass County, refer to Cass County Emergency Management Director.

D. Additional Counseling Resources

1. Churches
 - a. Local pastors
2. American Red Cross, Heartland Chapter, 402-342-7700
3. Nebraska State Patrol, Lincoln, 1-402-471-4545

Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster

4. Cass County Extension Educator, 402-267-2205

Can provide printed material on stress for individuals in disaster situations
 5. Refer to Annex G, Attachment 1 in the Cass County LEOP for other counseling services
- E. Additional Resources For Individual Assistance Services
1. Senior Citizens Center, Nehawka, 402-227-9923, (phone)
 2. NE Department of Social Services, 402-296-0000, (phone)
 3. Salvation Army, 402-898-5947, (phone)
 4. American Red Cross, Heartland Chapter, 402-343-7700 (phone)
 5. Nebraska Emergency Management Agency (after a Federal Disaster Declaration) via Cass County Emergency Management Agency 402-267-6765

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**CITY
OF
PLATTSMOUTH**

**OPERATIONS
PLAN**

**FOR
DISASTER
RESPONSE
AND
RECOVERY**

2003

CITY OF PLATTSMOUTH
EMERGENCY PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE CITY OF PLATTSMOUTH

I. PURPOSE

- A. The Emergency Preparedness Mission for the City of Plattsmouth is to ensure the coordination of city departments and personnel to *effectively respond to and recover from a natural or manmade disaster* so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- B. This plan *identifies the primary disaster responsibilities of city departments and personnel* employed by the City of Plattsmouth. This plan is intended to "supplement" the Cass County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

II. PLANNING FACTORS FOR THIS PLAN

A. All-Hazards Approach

This uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Plattsmouth is susceptible to a number of hazards. The following list identifies the primary hazards that could have a significant effect on the population and property in Plattsmouth:

Bomb Threat
Flash Flood
Flood
HazMat (Transportation)
HazMat (Storage)
Ice Storm
Major Hail Storm
Major Highway Accident
Major Water Contamination
Major Wind Storm
Major Winter Storm
Major/Prolonged Power Failure
Railway Derailment
Tornado
Water Failure/Storage

B. Vulnerable Populations

There are populations at risk in Plattsmouth. These will require special considerations in warning, evacuation, and other areas of disaster response. The vulnerable populations are:

Nursing Home

Schools

Large Gatherings

Elderly Housing

Day Care Centers

C. Primary Responsibility For Disaster Response and Recovery

1. The primary responsibility for the welfare of Plattsmouth residents during a disaster rests with the Mayor and the City Council. The Mayor will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.
2. In the absence of the Mayor, the "established" line of succession is:
 - a. City Administrator
 - b. City Clerk
 - c. Street Superintendent

III. BASIC DISASTER OPERATIONS

A. Operations - Warning Phase

1. At the alert of a disaster situation, the Cass County 911 Communications Center will begin notification of those on their "emergency notification list".
2. The public may have already been warned by sirens or through the electronic media; if not, the dispatcher or local fire/rescue personnel will sound the sirens as needed.

B. Operations - Actual Disaster Overview

1. The first priority after a disaster has struck is lifesaving activities and subsequent preservation of property. *First Responders* will proceed to the scene of the disaster as soon as possible. Initial requests for assistance in *Field Operations* will be channeled through the Communications Center.
2. After initial response, the *Emergency Operations Center* will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC.
3. *Other agencies and groups* not defined as First Responders may be called upon to provide additional disaster services as the City begins the process of recovery from the disaster.
4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

C. Operations - Departmental Responsibilities

The City of Plattsmouth has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass *three* areas:

1. Field Operations
 - a. First Responders will provide the initial response to a disaster.
 - b. First Responders normally include: a) Police Department, b) Fire Department, c) Emergency Medical Services, d) Public Works/Utilities Departments.
 - c. These First Responders will use an Incident Command System. One of the First Responder disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.
 - d. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of this PLAN.
 - e. When the EOC is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials at the EOC.

2. Emergency Operations Center (EOC)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

- a. The Emergency Management Director or designated representative, the Fire Chief, the Mayor, Council Members or the City Administrator each have the authority to open the EOC for disaster operations.
- b. Staffing will be determined by the severity of the situation.
- c. The EOC Staff will work out of Law Enforcement Center. This location provides communications capability, auxiliary power, ample space with support equipment for disaster operations.
 - 1) The *alternate location* for the EOC will be 8400 144 Street, Weeping Water, NE; there is radio and computer capability with auxiliary power at the writing of this PLAN.
 - 2) If necessary, a mobile command vehicle may be used for coordinating disaster operations; this could be a communications vehicle from Plattsmouth Fire Department.

3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field Command or the EOC Staff. These services are listed in Section VI of this PLAN.

D. Field Operations and the EOC Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the City of Plattsmouth.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations by use of the following:
 - a. Radio
2. EOC Briefings

Response and recovery efforts will be planned at daily EOC briefings. Each City Department or agency working the disaster may be required to send a representative to report activities in their area.

E. Operations - Administration

Under the direction of the City Administrator/City Council, the City Clerk/Treasurer will purchase or rent needed supplies, materials, and equipment for disaster operations. All agreements and contracts on a temporary basis will be recorded in the City Clerk's/Treasurer's Office. Contracting for permanent repairs and/or new construction of public facilities will follow established, routine procedures. All labor, equipment, and material expenditures for the disaster will be submitted to and documented by the City Clerk/Treasurer.

IV. FIELD OPERATIONS

A. Primary Field Operational Control For The Disaster

1. All City of Plattsmouth Departments will become familiar with an Incident Command System. This Incident Command System will be used to ensure *one point of contact* for field coordination.
2. If the disaster operation dictates, the Incident Commander may select *staging area(s)*. The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

1. In preparing this PLAN, Plattsmouth government officials have assigned the City Administrator responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each department may not need to be applied to every disaster. However, the list is not all-inclusive; at the direction of either the Department Supervisor or the City Administrator, city personnel may be requested to perform other disaster duties.
2. The task assignments for each City Department are written in general terms and purposely do not tell supervisors how to do their jobs. Each Department should develop guidelines for their specific operations in a disaster situation.
3. During disaster response and disaster operations, the following services *may* be provided by:

C. Police Department - Police Chief (LEOP - Annex H)

1. Among First Responders to disaster scene.
2. May implement Incident Command System.
3. Will assess communications capability as one of first priority actions.

4. Notify off-duty personnel of the Police Department and, if required, other law enforcement agencies of need for assistance. About 15 persons could be available from the: Plattsmouth Police Department, County Sheriff's Office, Nebraska State Patrol, Games and Park Commission.
5. If needed, in conjunction with the Fire Department, warn residents and businesses by public address systems, knocking on doors, or any other necessary methods.
6. Conduct evacuation, as required, including coordinating with Emergency Management to select best evacuation routes to selected shelter.

Evacuation can be ordered by:

- 1) *Incident Commander (on-scene)*
 - 2) *Mayor*
 - 3) *City Administrator*
7. Implement established procedures for roadblock locations to isolate Plattsmouth if total isolation of the City is necessary.
 8. Warn public to evacuate by public address system or door-to-door if time does not allow emergency information to be released through the Public Information Officer; the Fire Department may assist in contacting those affected.
 9. Coordinate with the EOC, Plattsmouth Community Center, Nursing Homes and/or Eastern Nebraska Office on Aging for special needs transportation out of area being evacuated.
 10. Coordinate with the EOC in selecting assembly points and exercise surveillance over assembly points being used for loading buses, if needed for evacuation.
 11. Assess and determine immediate needs for cleared routes to the hospital and coordinate with the EOC.
 12. Coordinate traffic control and crowd control in and around the disaster area
 13. Coordinate with the Street Department for barricades, signs, and flags at control points as established by the Police Department - this will be coordinated with the EOC.

14. Conduct search and rescue operations - with Fire Department personnel.
15. Assess need for other City Departments to respond and contact Superintendent of Department; report this to the EOC.
16. May request the EOC be opened for assistance in coordinating disaster response.
17. If the Law Enforcement Center is damaged, the alternate location can be Fire Department Building.
18. May *initially* advise the EOC of area affected and give general damage information.
19. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
20. Send representative to briefings at the EOC; in monitoring the pulse of the community, inform the EOC/City Administrator of any problems.
21. Secure the disaster area
 - to include critical public facilities and residences
 - check volunteer ID cards
 - check permanent ID cards of City personnel
 - firmly control news reporters/photographers from interfering with emergency operations
22. Prevent looting in disaster area.
23. Prevent re-entry into damaged or contaminated buildings.
24. Provide security at shelters, if needed.
25. Provide security for visiting dignitaries.
26. Will notify Cass County Emergency Management Director and EOC of possible flooding problems.
27. Pick up and take stray animals to Animal Control Facility.
28. Provide volunteer inmate labor.

29. Deputize additional personnel, as required.
30. Continue to cover police responsibilities in unaffected area.
31. Designate and maintain lines of succession; in absence of Police Chief, line of succession is the City Administrator.

D. Communications Center – Law Enforcement Center / Police Department
(LEOP- Annex B)

1. Maintain current call-down roster for phone and pagers for key city personnel and others such as the care centers, schools, businesses.
2. Provide warning through sirens; if endangered area is isolated, telephone residents and/or businesses.
3. Monitor and disseminate further watches and/or warnings or advisories.
4. After initial request for first response, make necessary notifications to include notifying the City Administrator, Mayor, and Emergency Management.
5. Coordinate emergency radio traffic through three frequencies: 1) Police Department 39.9 2) Fire Department 39.98 3) City Hall - all public works/utilities services.
6. Up to four dispatchers can work comfortably at the Communications Center; if needed, staff from the Law Enforcement Center may assist in fielding calls from the public.
7. If the Communications Center is inoperable because of the disaster, the Weeping Water EOC will serve as back up for communications efforts.
 - a. May request additional assistance from the Nebraska Emergency Management Agency through the EOC.

E. Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene.
2. Will assume primary operational control of fire suppression and explosions.
3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials.

4. Provide radiological monitoring at radiological accidents, including necessary coordination with Nebraska Health Department and the Nebraska Emergency Management Agency.
 5. May implement Incident Command System.
 6. May request the EOC be opened for assistance in coordinating disaster response.
 7. Coordinate with Police Department in search and rescue operations.
 8. Assist Police Department in evacuation efforts.
 9. Assist Police Department in warning by public address system or door-to-door.
 10. Assist Police Department in crowd control/security of the disaster area.
 11. Assess need for other City Departments to respond and contact Department Superintendent; report this to the EOC.
 12. Implement mutual aid agreements with other jurisdictions, as needed.
 13. Coordinate staging area with the EOC.
 14. Provide back-up equipment for water pumping.
 15. Assist in safety inspections to assure the integrity of a structure before permitting re-occupancy.
 16. Send representative to briefings at the EOC; in monitoring the pulse of the community, inform the EOC/City Administrator of any problems.
 17. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
 18. Continue fire suppression operations for the remainder of the city.
 19. Establish and maintain lines of succession.
- F. Emergency Medical Services - Rescue Chief (LEOP - Annex G)
1. May be among First Responders at disaster scene.
 2. Operate emergency medical units to provide emergency treatment to injured personnel at the scene.

3. May implement Incident Command System.
4. Transport injured to the hospital and dead to morgue; check with Police Department\EOC for open routes to hospital.
5. Conduct triage operations, if needed.
6. Implement mutual aid agreements with other jurisdictions as necessary, thus allowing hospital staff to stay at their facility to receive injured.
7. Is focal point for damage assessment pertaining to injured and dead.
8. Send representative to briefings at the EOC; inform the EOC/City Administrator of any problems.
9. Continue emergency medical services for the remainder of the City.
10. Establish/maintain lines of succession.

G. Public Works/Utilities (LEOP - Annex K)

The Public Works/Utilities Department includes these departments: Street, City Electric, Water/Waste Water, Parks and Recreation. If a staging area for the Public Works/Utilities function is established, it will be coordinated with the EOC.

1. Street Department - Superintendent
 - a. The call to respond to the disaster will initially come from dispatch at the Police Communications Center; the Superintendent will coordinate with the City Administrator on disaster work assignments.
 - b. First priority after a disaster is to clear debris from routes needed for First Responders; next priority is arterials and collectors.
 - c. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings with input from the City Administrator, Police Department, and other affected City Departments.
 - d. Close streets, if requested by Police Department, to include transporting/erecting barricades, signs, flags at control points established by the Police Department.
 - e. Post traffic directional signs, as needed, particularly for evacuation.
 - f. Clear debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants.

- g. Perform priority repairs to streets.
- h. Repair storm sewers.
- i. Provide emergency repair and maintenance of vehicles and equipment during disaster operations.
- j. Operate the city dike/dam system if the disaster is extreme rainfall and flooding; report events to City Administrator/EOC.
- k. During flooding conditions, coordinate sandbagging operations for public buildings/entities.
- l. Assist the City Administrator in meeting requirements for disposal of disaster debris. Responsibilities for landfill operations are listed under City Administrator, #13.
- m. Will establish additional temporary tree burning areas, as needed.
- n. If not being utilized, furnish heavy equipment and personnel to other City Departments.
- o. Send representative to briefings at the EOC; inform the EOC/City Administrator of any problems.

2. Water and Waste Water Department - Superintendent

Water Division

- a. Can assess each house individually.
- b. Maintain water pressure and uncontaminated water supply.
- c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire.
- d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill.
- e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made.
- f. Coordinate water testing with the State Health and Human Services System.
- g. Provide potable emergency water supply.

- 1) Locate suitable containers; fill with uncontaminated water.
 - 2) Distribute to points as coordinated by the EOC; be aware of prioritized facilities needing water such as the hospital or care facilities.
- h. Safety inspect water system.
 - i. If the disaster is a major water contamination, line of succession for direction and control is Mayor, Council President, City Administrator, Emergency Management Director, Water/Waste Water Department Superintendent.

Waste Water Division

- a. Maintain sanitary sewer operations.
- b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the waste system.
- c. Safety inspect waste water system if damaged from the disaster.
- d. Contract for porta-johns and for their maintenance.

Both Water and Waste Water Divisions

- a. If not being utilized, may be required to furnish equipment and personnel to other City Departments, such as vehicles to Police Department.
- b. Send one person to EOC briefings to represent both Divisions; inform the EOC/City Administrator of any problems.

3. Parks and Recreation Department - Director

- a. Survey damage to parks.
- b. Report to City Administrator for disaster work assignment.
- c. If not being utilized, furnish equipment/personnel to other City Departments; will primarily assist Street Department.
- d. Will attend or be represented at EOC briefings; inform the EOC/City Administrator of any problems in disaster clean-up/repair.
- e. Provide recreational equipment that may be used in the shelters for evacuees.

V. EMERGENCY OPERATIONS CENTER

Responsibilities List For The Emergency Operations Center

A. Mayor/City Council (LEOP - Annex A)

Responsibilities of the Mayor and City Council during disaster operations may include, but are not limited to:

1. Make executive decisions; establish policy needed to effectively respond to the disaster.
2. Exercise emergency powers; provide policy decisions.
3. Sign Disaster Declaration.
4. Exercise final authority on subjects such as:
 - Curfews
 - Price restrictions
 - Standards for contractors, craftsmen
 - Temporary waivers for land use
 - Other related legal responsibilities
 - Evacuation decision
5. Approve emergency legislation for the city.
6. Mayor, Council President in Mayor's absence, may activate EOC.
7. Emergency Public Information (LEOP - Annex D)
 - a. The Mayor will ensure that the public is given timely and accurate information through a Public Information Officer (PIO).
 - b. The Mayor will designate a PIO at the time of the disaster; public information duties will be assigned to either the: 1) Mayor 2) City Administrator 3) City Building Inspector.
 - c. Emergency public information responsibilities include:
 - 1) An Information Center to:

a) Release emergency directions and information to:

Radio 1020 a.m. The Source

Television Channels 3, 6, & 7 - Omaha

Newspaper Plattsmouth Journal

b) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates at City Hall, 136 N 5th St., Plattsmouth.

d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information.

e. Serve as the source through which the media will gain access to public officials, if required.

f. Provide current and accurate information to the general public making inquiries.

1) Publicize telephone number 402-296-2522 where official disaster information can be obtained by the public (city personnel could field calls).

Pre-disaster: educate/alert public to use 402-296-2522 for non-emergency calls after a disaster event.

2) Provide a daily "rumor control" sheet with information pertinent to the disaster for the person(s) taking calls; allow this person(s) to attend EOC Briefings.

B. City Administrator

The City Administrator is the administrative head of Plattsmouth city government and works under the direction of the Mayor who has final authority for all City Departments. The City Administrator has been delegated responsibility by the Mayor and Council to coordinate with the Emergency Management Director in providing the direction and control function for disaster operations. In the absence of the City Administrator, the street superintendent will perform his disaster operations duties.

The responsibilities of the City Administrator may include, but are not limited to:

1. Coordinate with the Mayor/City Council members and the Emergency Management Director during disaster operations.

2. The City Administrator will be alerted of a disaster situation by the dispatcher or Emergency Management Director; normally, the City Administrator will, in turn, call the Mayor.
3. May activate the EOC.
4. Report to the EOC to monitor the disaster incident through situation reports and data coming into the EOC. Visit the various areas of the disaster, as necessary.
5. In conjunction with the Emergency Management Director, determine EOC staffing.
6. Provide over-all coordination of all City Departments and purchasing for handling the disaster effort.
7. In conjunction with needs of Field Operations and Emergency Management:
 - a. Recruit any city personnel not involved in disaster response who could assist in emergency duties; i.e., cemetery crew, library staff, city offices staff, street and property maintenance crews.
 - b. Form clerical pool and provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.
 - c. Ensure safety of city workers by: 1) establishing shifts; 2) may provide rest/break area for workers; 3) may establish a day care center for children of emergency workers (and/or victims).
8. Maintain current inventory and resource list of emergency equipment and supplies.
9. Coordinate city-wide resources that may be used in disaster response/recovery.
10. Coordinate with City Attorney on any legal emergency matters.
11. Respond to official inquiries.
12. Utilities
 - a. Coordinate with representatives from each utility:
 - 1) Electricity: NPPD
 - 2) Water/Waste Water: City of Plattsmouth

- 3) Gas: Aquila
- 4) Telephone: Alltel
- b. Coordination activity may include:
 - 1) Survey damage; determine if mutual aid is needed
 - 2) Determine priority of response/restoration
- c. If needed, coordinate with the Nebraska Public Power District and supplier in finding a temporary source of electricity should the City need it to restore utility service.
- d. Request mutual aid for utilities through Municipal Power Pool, League of NE Municipalities.

13. Landfill Operation

The City Administrator will primarily be responsible for coordinating disposal of disaster debris and will work with the Street Department in accomplishing this function. On a daily basis, the City contracts with local haulers for landfill privileges. The following may be some of the requirements for disaster operations in this area:

- a. Meet the demand for greater disposal operations by:
 - 1) Requesting extension of hours as needed for debris disposal.
 - 2) Requesting signs or guides in landfill area to organize disposal efforts.
 - b. Obtain permission for normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items.
 - c. Maintain "salvage depot" for unclaimed damaged property which is removed from public or private property.
 - d. In coordination with other affected City Departments and the EOC, establish temporary site for collection of debris.
 - e. Will ensure the Street Department establishes additional temporary tree burning area, if the one "permitted" burn site in Plattsmouth is not adequate.
14. If a number of public buildings and/or streets have been affected by the disaster, assist in prioritizing return to service.

15. Coordinate with the Building Inspector in recovery and rebuilding efforts.
16. Ensure the Building Inspector acting as Damage Assessment Coordinator has designated someone to document damage through photographs should there later be an application for state or federal assistance.
17. Designate appropriate staff to photograph debris piles before disposal.
18. In conjunction with the Clerk/Treasurer, ensure that expenses for the disaster are documented by the City Clerk/Treasurer.
19. Assist Emergency Management Director in determining location for distribution of potable water and request Water Department to provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water.
20. Work with the Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.
21. Advise disaster victims of temporary emergency housing.
22. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money.
23. Maintain "salvage depot" for unclaimed items.

C. Emergency Management Director

The Cass County Emergency Management Director or designated representative will act as a disaster operations advisor to the Mayor and City Council. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Plattsmouth City Administrator.

Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for readiness of the EOC to include an adequate communications system, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location.
2. Activate the EOC (normally called by the Dispatcher from the Law Enforcement Center); assume overall coordination of emergency operations of disaster response/recovery.

3. In conjunction with the City Administrator, determine who is needed on the EOC Staff.
4. Maintain a current call-down list of EOC Staff with an established procedure for calling in the Staff.
5. Coordinate additional communications support, such as amateur radio operators, staff to take calls for "rumor control", etc.
6. Track and record disaster events on a status board or flip chart; plot area of destruction on map; staff from the City Clerk/Treasurer's will be assigned this function.
7. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often Briefings are needed.
8. Coordinate with City Departments as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid, and with Cass County government if the situation dictates.
9. Support evacuation (LEOP - Annex E)
 - a. Select shelters (see #10).
 - b. Request Public Information Officer to provide emergency information to the public concerning an evacuation.
 - c. Coordinate transportation that may be required for evacuation; transportation to shelter may be provided by vehicles from any of the following: Plattsmouth Community Schools, Rescue Squad, Ambulance Services, Plattsmouth Community Center, Area Nursing Homes and the Eastern Nebraska Office on Aging Handi-Bus. Refer to page M-_____ in the LEOP for a list of transportation resources. The telephone number to call for transportation assistance is 911 or 402-296-9355.
 - d. Advise in selection of assembly points for transportation.
10. Coordinate shelter operations (LEOP - Annex I)
 - a. American Red Cross
 - 1) The Emergency Management Director will notify Heartland Chapter of the American Red Cross to open shelter(s) and provide traditional emergency needs of evacuees:

* shelter - cots, blankets * first aid

* food (from local stores) * damage assessment

* emergency family services

- clothing

- financial assistance

- counseling

- 2) Red Cross will send a representative to EOC Briefings.
 - 3) No pets (except service animals, ie. seeing-eye dogs) will be allowed in shelters.
 - 4) Will provide handicapped accessible shelters.
 - 5) Heartland Chapter of ARC may request additional assistance from other Chapters.
 - 6) Red Cross has written agreements with schools and for other public buildings for use as shelters during a disaster.
- b. May provide counseling services at shelters from local pastors, if needed.
 - c. May coordinate with City Library in providing books or movies at shelters.
11. Recommend that the Mayor\Council declare an emergency; prepare the Disaster Declaration for signature of Mayor and witness of Clerk.
 12. Coordinate with City Attorney on any legal emergency matters.
 13. Coordinate with the ARC/Social Services/Eastern Nebraska Office on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery.
 14. Request the Cass County Extension Educator provide individuals printed information for coping with the disaster.
 15. Coordinate staging areas with Field Operations.
 16. Disseminate "identification cards" for:
 - a. Emergency workers
 - b. Volunteers

- c. Disaster area residents
- d. Appointed/elected officials

17. Organize the volunteer force

A Volunteer Coordinator may:

- a. Organize "on-the-spot" volunteers.
 - b. Call up volunteers through 402-296-2522.
18. Coordinate with the City Administrator in determining location for distribution of potable water; assure the public is notified concerning availability and location of water.
19. Work with the City Administrator in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.
20. Make formal request to the next higher level of government (Cass County Government) for assistance if disaster response is beyond the capability of the City.
21. Provide training for personnel who will respond to a disaster.
22. Annually review/update this PLAN for the City of Plattsmouth

D. City Attorney

1. Provide emergency legal counsel to city officials on subjects such as:
- Curfews
 - Price restrictions
 - Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
 - Temporary waivers for land use
 - Other related legal duties
2. Draft emergency legislation for the city.

3. Provide assistance in negotiating contracts for emergency services.

E. Building Inspector (LEOP - Annex C)

1. Coordinate damage assessment on:
 - a. Public entities
 - b. Homes
 - c. Businesses
2. If needed, ask for assessment assistance from:
 - a) County Assessor
Contact: 402-296-9310
 - b) Nebraska Emergency Management Agency via the Cass County
Emergency Management Agency
Contact: Operations Officer, 1-402-267-6765
 - c) Nebraskaland Conference of Building Officials and Inspectors *and*
American Institute of Architects
Contact: Diamond Engineering 296-0606.
3. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained.
4. Work with the American Red Cross damage assessment team to assure *all homes* have been surveyed for damage.
5. In conjunction with the City Administrator, assure someone is designated to photograph and record public and private damage should there be an application for state or federal assistance.
6. Compile all damage assessment reports into a summary document for use by EOC Staff.
7. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing.
8. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work.
9. Assure that rebuilding is in compliance with the City's master development plan.

10. Coordinate first with local contractors/lumber yards to restore damaged public facilities.
11. Coordinate with the City Administrator in establishing point of contact for insurance adjusters and influx of builders and repairmen.
12. With the approval of the City Administrator, contract for needed structural engineering services.
13. Coordinate, as necessary, with the NPPD Electric Superintendent on safety inspection of electric systems on public buildings damaged from the disaster.
14. Ensure all incoming contractors register through the Building Inspector's office.

F. City Clerk/Treasurer

1. Witness Disaster Declaration
2. Track and document all expenses for disaster operations from each City Department to include:
 - a. Labor (regular and overtime)
 - b. Equipment
 - c. Materials (to include parts and supplies used from the City's inventory)
3. Coordinate with the Purchasing Officer in assigning (at the time of the disaster) an account number for emergency expenditures.
4. Provide financial statistics and summaries for the cost of the disaster, when requested.
5. In conjunction with the City Administrator, prepare necessary documentation required for state and federal disaster assistance applications.
6. In initial disaster response, can assist at the Communications Center.
7. May be designated by Mayor to perform emergency public information.

G. Purchasing Officer

1. Make emergency purchases, as required.

2. When a disaster is declared by the Mayor, implement the policy that delegates authority to department superintendents to purchase or lease emergency supplies and/or equipment.
3. Coordinate with the City Clerk/Treasurer in assigning department superintendents an account number for emergency expenditures.

VI. ADDITIONAL DISASTER SERVICES

The following may support disaster operations. Responsibilities include, but are not limited to:

A, Medical Coordinator (LEOP – Annex G)

Monitor ambulance and police frequencies

1. Medical coordinator will act as liaison between the medical community and local government.
2. When an incident occurs which requires medical field operations, the Medical Coordinator will support medical mutual aid requests and coordinate additional requirements.
3. The Medical Coordinator, with the support of the Resource Manager and/or Emergency Management Director, will obtain supplies and/or equipment to support medical operations in the event of an actual or anticipated shortage.
4. Furnish statistical information concerning injured and dead to the Public Information Officer.
5. Provide a representative to the EOC for daily briefing(s).

B. Public Health Coordinator (LEOP - Annex G)

1. Assume primary operational control for health related emergencies, such as pollutions, contaminations, diseases, and epidemics.
2. Coordinate mass inoculations; i.e, tetanus shots.
3. Provide for food and drink purification.
4. Contact Nebraska Health and Human Services System for inspections of contaminated food.
5. Provide vector control.

6. Inspect and control sanitary conditions.

C. Public Schools - Superintendent

1. Pre-disaster: provide emergency safety education/drills in schools for students and staff.
2. Be prepared to evacuate and relocate children from schools, if situation dictates; facilities have been identified for relocation.
3. Broadcast emergency school information over local Radio and News Media.
4. Perform initial damage assessment of affected school facilities.
5. May furnish school buses and drivers for evacuation.
6. May make school facilities available as evacuation shelter, staging area, morgue, as required.
7. Be prepared to recall needed staff should a school facility be designated for disaster operations.

D. Ministerial Association/Local Pastors

1. Provide counseling and/or crisis intervention to disaster victims, including the injured and bereaved.
2. May be asked to provide counseling services at shelters.

E. Chamber of Commerce

Act as point of contact to provide volunteers for disaster work from their DIRECTORY of community service clubs.

E. Local Mortuaries

1. Take charge of and provide necessary service if there are mass casualties.
2. If local funeral capacities are exceeded, contact Funeral Director's Association to establish emergency morgue for identification and care of the dead.

F. Additional Counseling Resources

1. Nebraska State Patrol 1 402 471-4545

Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster.

G. Additional Resources For Individual Assistance Services

1. Social Services, phone 402-296-0000
2. Eastern Nebraska Office on Aging, phone 402-444-6536
3. Salvation Army, phone 402-344-7000
4. Southeast Nebraska Community Action Program, phone 402-296-4477
402-862-2411
5. County Extension Educator, phone 402-267-2205

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**VILLAGE
OF
SOUTH BEND**

**OPERATIONS
PLAN**

**FOR
DISASTER
RESPONSE
AND
RECOVERY**

2003

VILLAGE OF SOUTH BEND
EMERGENCY PLANTABLE OF CONTENTS

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EMERGENCY OPERATIONS PLAN
FOR
THE VILLAGE OF SOUTH BEND

I. PURPOSE

- A. The Emergency Preparedness Mission for the Village of South Bend is to ensure the coordination of village resources to *effectively respond to and recover from a natural or manmade disaster* so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- B. This Plan *identifies the primary disaster responsibilities of South Bend* village officials and employees. This plan is intended to "supplement" the Cass County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

II. PLANNING FACTORS FOR THIS PLAN

A. All-Hazards Approach

This plan use an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. South Bend is susceptible to a number of hazards. Officials from the Village have identified 11 possibilities below:

Fires/Flood

Flash Flood/Major Hail Storm

Ice Storm/Major Winter Storm

Major Water Contamination of wells/Major/Prolonged Power Failure

Major Highway Accident/Railway Derailment

Tornado

B. Vulnerable Populations

There are populations at risk in South Bend. These will require special considerations in warning, evacuation, and other areas of disaster response. The vulnerable populations are:

Residential Homes

C. Primary Responsibility For Disaster Response and Recovery

1. The primary responsibility for the welfare of South Bend residents during a disaster rests with the South Bend Board Chair and the South Bend Board Members. The Chair will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.
2. In the absence of the South Bend Board Chair, the "established" line of succession will be:
 - a. Connie Cervený
 - b. John Adsit
 - c. Dave Mahrt

III. BASIC DISASTER OPERATIONS

A. Operations - Warning Phase

1. At the alert of a disaster situation, the Cass County 911 Communications Center will begin notification of those on their "emergency notification list".
2. The public may be warned by sirens; sirens may be sounded by either the:
 - a. 911 Communications Center in Plattsmouth, or
3. Emergency information may be broadcast through local radio and television stations.
 - a. Radio stations that are commonly listened to by South Bend residents are listed in Attachment A to this PLAN.
 - b. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by South Bend officials in broadcasting or faxing information to the media. A detailed media listing of radio/television stations as well as newspapers is included in Attachment 2 to Annex D in the Cass County LEOP.

B. Operations - Actual Disaster Overview

1. The first priority after a disaster has struck is lifesaving activities and subsequent preservation of property. First Responders will proceed to the

scene of the disaster as soon as possible. Initial requests for assistance in Field Operations will be channeled through the Communications Center.

2. After initial response, the Emergency Operating Center (EOC) will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC.
3. Other agencies and groups as Additional Disaster Services may be called upon to provide additional disaster services as the Village begins the process of recovery from the disaster.
4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

C. Operations - Departmental Responsibilities

The Village of South Bend has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass *three* areas:

1. Field Operations

- a. First Responders will provide the initial response to a disaster.
- b. First Responders normally include: a) Law Enforcement - Cass County Sheriff's Department; and b) Emergency Medical Services
- c. These First Responders will use an Incident Command System. One of the First Responder disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.
- d. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of these Suggested Operating Guidelines.
- e. When the Emergency Operations Center is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials at the EOC.

2. Emergency Operations Center (EOC)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

- a. The Emergency Management Director, the Fire Chief, the Chair or Village Board members each have the authority to open the EOC for disaster operations. If any one of these is not available, their "line of succession" may assume authority in opening the EOC.
- b. The EOC Staff will work out of the Village Hall in South Bend. This location provides communications capability and space for support equipment for disaster operations; however, there is no auxiliary power. The telephone number is to be announced.
 - 1) The *alternate location* for the EOC will be the Cass County Emergency Management EOC at 8400 144 Street, Weeping Water.
 - 2) If necessary, a *mobile command vehicle* may be used for coordinating disaster operations until an EOC can be readied; mobile command vehicles that could be used include:
 - a) The Plattsmouth Fire Department Mobile Command Vehicle (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)
- c. Staffing at the EOC will be determined by the severity of the situation. Representatives of different responding agencies may choose to be at the EOC for Briefings only. Staff can include, but is not limited to:
 - 1) Village Board Chair (plus Board Members, as needed)
 - 2) Emergency Management Director(s)
 - 3) Public Information Officer
 - 4) Damage Assessment Coordinator
 - 5) Resources/Volunteer Coordination
 - 6) Red Cross Representative
 - 7) Village Clerk
 - 8) Representative from each of the First Responders

- 9) Representative from any of the Additional Disaster Services listed in Section VI that are responding to the disaster

3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field Command or the EOC Staff and can include areas such as public health coordination, counseling services, additional resources for heavy equipment. These Disaster Services are listed in Section VI of this PLAN.

- D. Field Operations and the Emergency Operations Center Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the Village of South Bend.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations by use of the following:
 - a. Two-way radio
 - b. Cellular phone
 - c. Runners
 - d. 911 Communications Center - Cass County
- 1) The 911 Communications Center in Plattsmouth can assist South Bend in emergency communications through the following functions:
 - a) Warning
 - b) Notifications to include notifying First Responders, the County Emergency Management Director, Local Officials
 - c) Coordination of emergency radio traffic

2. EOC Briefings

Response and recovery efforts will be planned at daily EOC Briefings. Each department or agency working the disaster may be required to send a representative to report activities in their area.

- E. Operations - Administration

Under the direction of the South Bend Board Chair, the Village Clerk will document all expenses of the disaster operations. All 1) labor, 2) equipment,

and 3) material expenditures for the disaster will be submitted to and documented by the Clerk. This will include:

1. Purchase or rent of needed equipment, materials, supplies for disaster operations,
2. All agreements and contracts on a *temporary* basis being recorded at the Clerk's Office,
3. Contracts for *permanent* repairs and/or new construction of public facilities following established, routine procedures.

IV. FIELD OPERATIONS

A. Primary Field Operational Control For The Disaster

1. All Village of South Bend personnel will become familiar with an Incident Command System. This Incident Command System will be used to ensure *one point of contact* for field coordination.
2. If the disaster operation dictates, the Incident Commander may select *staging area(s)*. The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

1. In preparing these Suggested Operating Guidelines, South Bend officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each area may not need to be applied to every disaster. However, the list is not all inclusive; at the direction of the Village Board, Village personnel may be requested to perform other disaster duties.
2. The task assignments for Village personnel are written in general terms and purposely do not tell supervisors how to do their jobs. Each department should develop guidelines for their specific operations in a disaster situation.
3. During disaster response and disaster operations, the following services *may* be provided by:

C. Law Enforcement - Cass County Sheriff's Department (LEOP - Annex H)

The Cass County Sheriff's Department may provide the following services, dependent upon the disaster:

1. Warning, by public address system or door-to-door notification

2. Evacuation operations, including coordinating with Emergency Management for support in evacuation procedures

Evacuation can be ordered by:

- a. *Incident Commander (on-scene, including the Fire Chief or Sheriff)*
- b. *Village Board*
- c. *Emergency Management Director*

3. Traffic and crowd control
4. Security and access control
5. Sending a representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

D. Louisville Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene
2. Will assume primary operational control of fire suppression and explosions
3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials; as necessary, call a mutual aid fire department hazmat team and/or the Cass County Emergency Management Agency for assistance.
4. If properly trained, provide radiological monitoring at radiological accidents, including necessary coordination with NE Health Department (radiological area) and the Nebraska Emergency Management Agency
5. May implement Incident Command System
6. May request the EOC be opened for assistance in coordinating disaster response
7. Coordinate with Law Enforcement in search and rescue operations
8. Assist Law Enforcement in evacuation efforts
9. Assist Law Enforcement in warning by public address system or door-to-door
10. Assist Law Enforcement in crowd control/security of the disaster area

11. Assess need for other Village resources to respond and contact Incident Command; report this to the EOC
12. Implement mutual aid agreements with other jurisdictions, as needed
13. Coordinate staging area with the EOC
14. Provide back-up equipment for water pumping
15. Assist in safety inspections to assure the integrity of a structure before permitting re-occupancy
16. Send representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems
17. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC
18. Continue fire suppression operations for the remainder of the Village
19. Establish and maintain lines of succession

E. Emergency Medical Services - Chief Medical Officer (LEOP - Annex G)

Louisville has Emergency Medical Services (EMS) that will provide basic life support. Out of county Mutual Aid resources will provide advanced life support services.

1. May be among First Responders at disaster scene
2. Operate emergency medical units to provide emergency treatment to injured personnel at the scene
3. May implement Incident Command System
4. Conduct triage operations, if needed
5. Transport victims
 - a. Ground transport of injured will usually be to Hospitals in Omaha or Lincoln; check with Law Enforcement/EOC for open routes when responding
 - b. Air ambulance service may be provided by Life Net (Omaha) or Star Care V (Lincoln)
 - c. Dead can be transported to funeral homes in Cass County:

6. Implement mutual aid agreements with other jurisdictions, as necessary
7. Is focal point for damage assessment pertaining to injured and dead
8. Send representative to Briefings at the EOC; inform the EOC/Board Chair of any problems
9. Continue emergency medical services for the remainder of the Village
10. Establish/maintain lines of succession

F. Debris Removal

- 1) The Village Maintenance Department will primarily be responsible for ensuring timely removal of disaster debris
- 2) Debris removal operations will be coordinated between Village Maintenance and the EOC/Emergency Management Director. On a daily basis, the Village of South Bend contracts local refuse haulers
- 3) Disaster responsibilities in debris removal include, but are not limited to:
 - a) Meet the demand for greater disposal operations by requesting extended hours at the Sarpy County Landfill at Springfield, if needed
 - b) Obtain permission to dispose of normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items
 - c) In coordination with the Emergency Operations Center, establish temporary site for collection of debris
 - d) Will coordinate with the EOC in determining and establishing a tree burning area, if needed
 - e) Maintain "salvage depot" for unclaimed damaged property which is removed from public or private property
 - f) Determine if debris will be removed by Village employees from *residential areas* per Village policy
 - g) If it appears that the disaster may qualify for state or federal assistance, ensure that debris piles are photographed for documentation before disposal
 - h) Contact the railroad to move debris, if applicable

G. Other Utilities

1. Electricity

- a. Omaha Public Power District provides electricity to South Bend. The South Bend Emergency Management Liaison will automatically report any outages in the Village; telephone numbers to report outages are in Attachment A
- b. Determine extent of power failure throughout the Village
- c. Determine (situation dependent) the priority for restoring electricity to areas or key facilities; see list in F4 at the beginning of this section under Village Maintenance Department
- d. The Emergency Management Director may be requested to coordinate shelter to those residents in areas without electricity
- e. Provide emergency lighting where needed for disaster operations
- f. Coordinate use of emergency power generators with Emergency Management Director/EOC
- g. Omaha Public Power District will safety inspect electric systems on public and/or private buildings damaged from the disaster
- h. If necessary, may request a representative from OPPD at EOC Briefings

2. Natural Gas Service

- a. Aquila provides natural gas service to South Bend; telephone numbers to report problems are listed in Attachment A
- b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department
- c. Aquila will safety inspect their systems on public and/or private buildings damaged from the disaster

3. Telephone Service

- a. Alltel provides phone service to South Bend; disruption in service may be reported to the telephone numbers listed in Attachment A

- b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department.

V. EMERGENCY OPERATIONS CENTER (EOC)

Responsibilities List For The Emergency Operations Center

A. South Bend Board Chair and Board Members (LEOP - Annex A)

Responsibilities of the Chair and the Board Members during disaster operations may include, but are not limited to:

1. Make executive decisions; establish policy needed to effectively respond to the disaster
2. Exercise emergency powers; provide policy decisions
3. Sign Disaster Declaration
4. Exercise final authority on subjects such as:
 - Curfews
 - Price restrictions
 - Standards for contractors, craftsmen
 - Temporary waivers for land use
 - Other related legal responsibilities
 - Evacuation decision
5. Approve emergency legislation for the Village
6. Chair or Board Member (as well as Fire Chief, Emergency Management Director) may activate the EOC

B. Board Chair of South Bend

The South Bend Board Chair will coordinate with the Emergency Management Director in providing the direction and control function for disaster operations. In the absence of the Chair, an appointed Board Member will perform the Chair's disaster operations duties.

The responsibilities of the South Bend Board Chair may include, but are not limited to:

1. Coordinate with the Village Board Members and the Emergency Management Director during disaster operations
2. The Board Chair may be alerted of a disaster situation by either the local Emergency Management Director or the 911 Communications Center
3. May activate the EOC
4. Report to the EOC to monitor the disaster incident through situation reports and data coming into the EOC. Visit the various areas of the disaster, as necessary
5. In conjunction with the Emergency Management Director, determine EOC staffing
6. Emergency Public Information (LEOP - Annex D)
 - a. The Board Chair *will ensure* that the public is given timely and accurate information through a designated Public Information Officer (PIO). The function of the PIO can be accomplished by either the:
 - 1) Village Board Chair
 - 2) Village Board Member
 - 3) Village Clerk
 - 4) Volunteer
 - b. When requested, Cass County Emergency Management can assist in emergency public information activities
 - c. Emergency public information responsibilities include:
 - 1) An "Information Center" to release emergency directions and information to the news media. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by South Bend officials. Radio stations and the local newspaper are listed in Attachment A to this PLAN; a complete listing of radio, television, and newspapers that can be used by PIOs is contained in Annex D, Attachment 2 in the Cass County LEOP

- 2) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as needed, at the Emergency Operating Center or at a location as dictated by the disaster.
- d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information.
- e. Serve as the source through which the media will gain access to public officials, if required.
- f. Provide current and accurate information to the general public making inquiries.
- 1) Publicize telephone number, to be announced, where official disaster information can be obtained by the public; the Village Clerk will coordinate these calls

Pre-disaster: educate/alert public to use phone number to be announced, for non-emergency calls after a disaster event

- 2) Provide a daily "rumor control" sheet with information pertinent to the disaster for the person taking calls; allow this person to attend EOC Briefings

7. Provide over-all coordination of Village resources and purchasing for handling the disaster effort
8. In conjunction with needs of Field Operations and Emergency Management:
 - a. Recruit any Village resources not involved in disaster response who could assist in emergency duties
 - b. Provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.
 - c. Ensure safety of Village and emergency workers by: 1) establishing shifts; 2) may provide rest/break area for workers; 3) may establish a day care center for children of emergency workers (and/or victims)
9. Maintain current inventory and resource list of emergency equipment and supplies
10. Coordinate Village resources that may be used in disaster response/recovery
11. Coordinate with Village Attorney on any legal emergency matters

12. Respond to official inquiries
13. In conjunction with Village Maintenance, ensure coordination with representatives from each utility:
 - a. Electricity: Omaha Public Power District
 - b. Gas: Aquila
 - c. Telephone: Alltel
 - d. Coordination activity may include:
 - 1) Survey and report general damage to appropriate utility
 - 2) Determine priority of response/restoration, if needed
14. If a number of public buildings and/or streets have been affected by the disaster, assist in prioritizing return to service
15. Ensure the Cass County Building Inspector or emergency inspection teams, assisting in Damage Assessment, has designated someone to document damage through photographs should there later be an application for state or federal assistance
16. Ensure in conjunction with the Village Maintenance Department that debris removal is conducted; ensure debris piles are photographed or video-taped before disposal if it is likely there will be application for state or federal assistance
17. In conjunction with the Clerk, ensure that all expenses for the disaster are documented by the Village Clerk
18. Assist the Emergency Management Director in determining location for distribution of potable water and request Village Maintenance/Health Department provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water
19. Work with the Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation
20. Coordinate with the Cass County Building Inspector or emergency inspection teams in recovery and rebuilding efforts
21. Advise disaster victims of temporary emergency housing

22. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money
23. Ensure the Maintenance Department establishes a "salvage depot" for unclaimed items

C. Cass County Emergency Management Director

The Cass County Emergency Management Director/Liaison or designated representative will act as a disaster operations advisor to the Village Chair and Board. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Village Chair and Board.

Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for the readiness of the Emergency Operations Center to include adequate communications, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location, as needed
2. May activate the EOC; assume overall coordination of emergency operations of disaster response/recovery
3. In conjunction with the Village Chair, determine who is needed on the EOC Staff
4. Maintain a current call-down list of EOC Staff; call-in may be accomplished locally or by the 911 Communications Center
5. Coordinate additional communications support, if needed, with the Cass County Emergency Management Director
6. In coordination with the Village Board Chair, ensure that timely emergency information is given to the public by the designated Public Information Officer
7. Designate someone to track and record disaster events on a status board or flip chart; plot area of destruction on map
8. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with Village Officials how often Briefings are needed
9. Coordinate with Village resources as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid, and with Cass County government, as the situation dictates.

10. Flooding

- a. If the danger is extreme rainfall and flooding, notification of possible problems may initially come from the 911 Communications Center, the National Weather Service, and/or from personal observation in South Bend; the Cass County Emergency Management Director has a pager and radio scanner and will monitor weather conditions
- b. Implement flood watch procedures during periods of heavy rains/flooding as well as report rainfall and/or flood stages to Cass County Emergency Management Director
- c. During flooding conditions, coordinate with the Maintenance Department in sandbagging operations for public buildings/entities

11. Support evacuation (LEOP - Annex E)

- a. Select shelters
- b. Request designated Public Information Officer to provide emergency information to the public concerning an evacuation
- c. Coordinate transportation that may be required by residents for evacuation; transportation to shelter may be provided by:
 - 1) Louisville School
 - 2) Volunteers
 - 3) Additional school buses - call Cass County Emergency Management
 - 4) Eastern Nebraska Office on Aging Handi-Bus Service
 - 5) Mutual aid resources
 - 6) The telephone number that the public can call for transportation assistance is the Village Clerk's Office at the number to be announced
- d. Advise in selection of assembly points for transportation

12. Coordinate shelter operations (LEOP - Annex I)

- a. American Red Cross
 - 1) The Cass County Emergency Management Liaison will request services of the Red Cross *either through* the Cass County

Emergency Management Director *or directly* from the Heartland Chapter of the American Red Cross in Omaha (402-343-7700, 24-hour number). The ARC will open shelter(s) and provide traditional emergency needs of evacuees:

- * shelter - cots, blankets * first aid
- * food (from local stores) * damage assessment
- * emergency family services
- clothing
- financial assistance
- counseling

- 2) No pets (except service animals, ie. seeing-eye dogs) will be allowed in shelters
 - 3) Red Cross will send a representative to EOC Briefings
 - b. May provide counseling services at shelters, if needed
13. Recommend that the Village Chair/Board declare an emergency; prepare the Disaster Declaration for signature of South Bend Village Board Chair and witness of the Village Clerk; see Attachment 3 in Annex A of the LEOP
 14. Coordinate with Village Attorney on any legal emergency matters
 15. Coordinate with the such organizations as the Red Cross, Social Services, Cass County Senior Citizens associated with the Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery
 16. May assist Field Operations in identifying staging areas
 17. Disseminate "identification cards"; assistance may be requested from Cass County Emergency Management; ID cards should be made available for:
 - a. Emergency workers
 - b. Volunteers
 - c. Disaster area residents
 - d. Appointed/elected officials

18. Organize the volunteer force

- a. Pat Cunningham will organize “on-the-spot” volunteers or will, if needed, request volunteer workers through the Public Information Officer
- b. Guidelines for organizing a volunteer work force are included in Attachment 3 to Annex L in the Cass County LEOP or in Pers. 1-11 in the Cass County Emergency Management Agency SOP Manual.

19. Coordinate with the Board Chair in determining *location* for distribution of potable water; assure the public is notified concerning availability and location of water by the designated Public Information Officer

20. Work with the Village Chair/Board in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation

21. *Make formal request to the next higher level of government, Cass County, for assistance if disaster response is beyond the capability of the Village*

22. Provide training for personnel who will respond to a disaster

23. Annually review/update these Suggested Operating Guidelines for the Village of South Bend

D. Damage Assessment (LEOP - Annex C)

The South Bend Village Board Chair may either coordinate damage assessment efforts or request assistance from the Cass County Building Inspector or emergency inspection teams through the Cass County Emergency Management Director. Responsibilities in conducting damage assessment may include, but are not limited to:

1. Coordinate damage assessment, using the forms in Attachments 1 - 4 from Annex C in the Cass County LEOP; damage assessment will be conducted for:
 - a) Public entities
 - b) Homes
 - c) Businesses

2. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained
3. Work with the American Red Cross damage assessment team to assure *all homes* have been surveyed for damage
4. In conjunction with Emergency Management and the Board Chair, assure someone is designated to photograph and record general public and private damage should there be an application for state or federal assistance
5. Compile all damage assessment reports into a summary document for use by EOC Staff
6. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing
7. Coordinate, as necessary, with utility services on safety inspection of their respective system on public buildings damaged from the disaster
8. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work
9. Assure that rebuilding is in compliance with the Village's development plan
10. Establish a point of contact for insurance adjusters and influx of builders and repairmen
11. Coordinate with local/area contractors and lumberyards to restore damaged public facilities
12. Ensure correct procedures for needed structural engineering services
13. Ensure all incoming contractors register through the Village Clerk's Office

E. Village Clerk

1. Witness Disaster Declaration
2. Track and document all expenses for disaster operations for the Village to include:
 - a. Labor (regular and overtime)
 - b. Equipment

- c. Materials (to include parts and supplies used from the Village's inventory)
3. Assign (at the time of the disaster) an account number for emergency expenditures
4. When a disaster is declared by the Village Board Chair, implement policy concerning authority to Village departments to purchase or lease emergency supplies and/or equipment
5. Make emergency purchases, as required
6. In conjunction with the Chair, prepare necessary documentation required for state and federal disaster assistance applications

VI. ADDITIONAL DISASTER SERVICES

The following may support disaster operations. Responsibilities include, but are not limited to:

A. Public Health Coordination – State Dept. of Health (LEOP - Annex G)

1. Assume primary operational control for health related emergencies such as pollution, contamination, diseases, and epidemics
2. Coordinate mass inoculations; i.e, tetanus shots
3. Provide for food and drink purification
4. Contact Nebraska Health and Human Services System for inspections of contaminated food
5. Provide vector control
6. Inspect and control sanitary conditions

B. Louisville School - Superintendent

1. Pre-disaster: provide emergency safety education/drills in school for students and staff
2. Be prepared to evacuate and relocate children from school, if situation dictates; facilities need to be identified for relocation
3. Broadcast emergency school information, normally over local Radio and News Media

4. Perform initial damage assessment of affected school facilities
5. May furnish buses/vans and driver(s) for evacuation
6. May make school facilities available as evacuation shelter, staging area, morgue, as required
7. Be prepared to recall needed staff should a school facility be designated for disaster operations

C. Additional Heavy Equipment Resources

1. For a list of heavy equipment available from other towns in Cass County, refer to Cass County Emergency Management Director
2. Contact the Cass County Emergency Management Director for additional heavy equipment resources, as needed

D. Additional Counseling Resources

1. Churches
 - a. Local pastors
2. American Red Cross, Heartland Chapter, 402-342-7700
3. Nebraska State Patrol, Lincoln, 1-402-471-4545

Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster

4. County Extension Educator, Jim Carson, 402-267-2205

Can provide printed material on stress for individuals in disaster situations

5. Refer to Annex G, Attachment 1 in the Cass County LEOP for other counseling services

E. Additional Resources For Individual Assistance Services

1. NE Department of Social Services, 402-296-0000, (phone)
2. Salvation Army, 402-898-5947, (phone).
3. Nebraska Emergency Management Agency (after a Federal Disaster Declaration)

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**VILLAGE
OF
UNION**

**OPERATIONS
PLAN**

**FOR
DISASTER
RESPONSE
AND
RECOVERY**

2003

VILLAGE OF UNION
OPERATIONS PLANTABLE OF CONTENTS

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VILLAGE OF UNION OPERATIONS PLAN

This plan is provided to elected and appointed officials in the Village of Union as well as to first responders and any support groups for their guidance in disaster response and recovery.

This plan is meant to support each Annex in the Cass County Local Emergency Operations Plan (LEOP). For example: general procedures for disaster response for fires and hazardous materials are defined in Annex F; the additional information in this plan under Field Operations for the Union Fire Department, gives further specific guidelines for the Village.

RESPONSIBILITY FOR DISASTER OPERATIONS

The primary responsibility for the welfare of Union residents during a disaster rests with the Village Board Chairperson and the Village Board. The Village Board Chairperson will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response and recovery to the disaster.

OVERVIEW OF DISASTER OPERATIONS

Warning will be given to the public to alert them of any disaster situation.

Field Operations: if there is an actual disaster, the first priority of First Responders in the affected area will be lifesaving activities and preservation of property in Union.

Emergency Operations Center (EOC): an EOC will likely be opened to provide a site for officials to provide coordination of disaster operations. All support groups will work out of the EOC located at the Union Fire Hall.

I. WARNINGS (Annex B)

- A. Severe Weather Spotting Program: the Omaha National Weather Service will usually ask Cass County Communications Center to activate spotters when severe weather is a possibility. The Cass County Communications Center will page out the request to weather spotters in each individual town. Spotters are primarily from Fire /EMS Departments and are equipped with radios. There are no designated spotting locations in and around Cass County. Spotters radio their reports to their respective fire stations or to the Cass County Communications Center. The Communications Center will, in turn, advise Emergency Management Officials as well as National Weather Service when conditions persist.
- B. Citizens may also be alerted of danger by public address systems on emergency vehicles. If necessary, warning may be given door-to-door if time allows for this procedure.

- C. Emergency information can be broadcast over local Radio Stations and Television Stations.

II. FIELD OPERATIONS

- A. The first one to arrive at the scene will become the Incident Commander.
- B. Communications (Annex B)

Emergency Communications: communications and warnings for Union and Cass County are handled through the Cass County Communications Center in Plattsmouth. The Communications Center will give emergency information via pagers and radios to first responder agencies in Cass County, including Law Enforcement, individual Fire Departments, EMS and the Cass County Emergency Management personnel. A detailed listing of frequencies used in Cass County is given in Attachment 2 to Annex B in the Cass County Local Emergency Operations Plan (LEOP).

- C. The Field needs to let the EOC know what they need for disaster operations!
- D. Mutual aid for First Responders will be requested by the Incident Commander through the Communications Center.

III. LAW ENFORCEMENT (Annex H)

- A. Law Enforcement personnel can communicate by radio with the Communications Center and the Fire & Rescue Departments.
- B. Evacuation

1. People will be notified in the event that evacuation is necessary. The Village Board Chairperson can order an evacuation in Union. The Incident Commander at the scene will, if time allows, consult with the Village Board Chairperson in situations requiring immediate evacuation; if immediate safety of the population is the consideration, the Incident Commander may order evacuation on-scene.
2. If residents need transportation during evacuation, they may call the Communications Center who will relay the need to the Cass County Emergency Manager or the Emergency Operations Center; if the EOC has not yet been opened, the Communications Center will call the Incident Commander. Transportation resources are listed in Annex G of the Cass County LEOP. In the Field, if the Incident Commander sees needs for transportation during evacuation, he will notify the EOC.

- D. Law enforcement will work with other First Responders in search and rescue.
- E. Security of the Disaster Area.
 - 1. Security may be needed at all the highway points leading into Union. The Nebraska State Patrol can help with security.
 - 2. Roadblocks: Village/county/state roads departments can help with barricades. The Incident Commander or Law Enforcement will contact the Communications Center to request these resources from the County Roads Department and/or the State Road Department for assistance, when needed.
 - 3. Identification cards for access to the disaster area will be issued in Union and Cass County; if more cards are needed, the Nebraska Emergency Management Agency in Lincoln can be called. ID cards are needed not only for local officials, but for volunteers, the media, even residents when the disaster area has been secured. The Cass County Emergency Management Director will distribute identification cards from the EOC or at the disaster access points.

IV. FIRE DEPARTMENT (Annex F)

- A. Fire Department personnel can communicate by radio with the Communications Center, the Sheriffs Department, and EMS as well as with each other.
- B. The first one on scene assumes command, which is handed off to officers as they arrive.
- C. The Fire Department will coordinate with other First Responders in search and rescue.
- D. Hazardous Materials Response (Annex F, Appendix 1)
 - 1. If assistance is needed in responding to a hazardous materials incident, the Incident Commander will notify the Communications Center who will call for assistance from the State Emergency Response Team (SERT) through the NE State Patrol (402) 471-4545.
 - 2. In the event of a hazardous materials accident, the Incident Commander will determine if such incident poses a threat to people and/or property and will determine if evacuation is necessary.
 - 3. Hazardous materials, including radiological in Union are listed in Annex F, Appendix 1, Attachment 1 in the Cass County LEOP.

V. EMERGENCY MEDICAL SERVICES (EMS) (Annex G)

- A. EMS personnel can communicate by radio with the Communications Center, Law Enforcement, Fire Departments, and with each other.
- B. The Incident Commander is the first one at the scene.
- C. EMS will work with other First Responders in search and rescue.
- D. One person will be dedicated to radio communications; may need one for setting up triage.
- E. After triage, victims can be transported to hospitals in the area.

VI. PUBLIC WORKS/UTILITIES (Annex K)

- A. Utilities will provide personnel for emergency repairs.
- B. Clearing emergency routes for initial disaster response and debris removal can be accomplished by contacting the Cass County Road Department.
- C. The Village Board Chairperson will authorize a tree dump; arrangements can be made to discard debris at a later time.
- D. Heavy equipment for disaster operations is available from:
 - 1. Cass County Roads Department,
 - 2. State Roads Department,
 - 3. General contractors,
 - 4. Implement dealers,
 - 5. Farmers, if not affected by the disaster,
 - 6. Nebraska Public Power District.

VII. EMERGENCY OPERATIONS CENTER (EOC) (Annex A)

- A. THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING DISASTER OPERATIONS. Not only will the field Incident Commander work with the EOC, but regular briefings will be held at the EOC for Field and EOC Staff. The Chief Elected Official will schedule these meetings.

- B. Direction and coordination for disaster operations will be exercised from the EOC; the Village Board Chairperson has primary responsibility and authority, by law, for disaster operations. The Village Board Chairperson line of succession is the President of the Village Board.
- C. The Emergency Operating Center (EOC) will be set up in the Union Fire Hall, if not damaged and is available at the time of the given disaster. There is auxiliary power at the EOC. A generator is available for use from the Fire Department.
- D. The Cass County Emergency Management Director will work under the Village Board Chairperson direction in carrying out disaster duties. Other staff that may be called upon to work in the EOC are:
 - 1. Communications dispatch (2-3 people),
 - 2. Public Information Officer,
 - 3. Representatives from: Law Enforcement, Fire Department, EMS, and Utilities,
 - 4. Village Clerk,
 - 5. Village Board Member(s).
- E. The Cass County Emergency Management Director can open the Emergency Operating Center. The Director will call the Nebraska Emergency Management Agency (NEMA) in Lincoln that the EOC has been opened.
- F. The Cass County Emergency Management Director will call in personnel to work the disaster. The Emergency Management Director will coordinate and work with all responding agencies.
- G. A telephone list of officials and personnel can be found in Annex A Attachments 1 and 2 of the county LEOP.
- H. The Village Board Chairperson will declare a Disaster when assistance is needed beyond the capability of Union to respond to the disaster (Annex A, Attachment 3). Additional assistance will be requested "at the next level" from surrounding towns, from Cass County and from mutual aid groups. The Cass County Emergency Management Director will ensure that NEMA in Lincoln has received a copy of the Disaster Declaration.

VIII. COMMUNICATIONS AT THE EOC (Annex B)

Coordination between the EOC and the Field is very important. Communications capability at the EOC includes:

- A. EOC personnel will be able to communicate by radio with the Cass County Communications Center, Law Enforcement, Fire Department, and EMS,
- B. Telephones,
- C. Cell phones,
- D. Additional assistance: Mobile Communications Vehicle from the Nebraska Emergency Management Agency.

IX. EMERGENCY PUBLIC INFORMATION (Annex D)

- A. Official information/instructions will be released by the Village Board Chairperson, Public Information Officer or the Cass County Emergency Management Director serving as an alternate. This Public Information Officer will work at the EOC, coordinating with the Village Board Chairperson, Emergency Management, and the Field Incident Commander.
- B. Information being released to the public must be approved by the Chief Elected Official.
- C. Official information or instructions to the public will be broadcast over local Radio and Television Stations.
- D. If needed, the Public Information Officer will conduct briefings at the EOC location or at the Courthouse with the media to update them on the latest disaster events.
- E. A telephone line may be set up to receive calls from the public concerning the disaster. The Public Information Officer will be responsible for this "rumor control" line.
- F. Emergency information could also be released through the Nebraska Emergency Alert System (EAS). Cass County is in Area 1 of the EAS network. See Annex B for more details.

X. SHELTERING (Annex I)

- A. The Heartland Chapter of the American Red Cross from Omaha will open shelters under the direction of the Cass County Emergency Management Director.
- B. The Cass County Emergency Management Director will call the ARC when sheltering is needed.

- C. Emergency Management will alert the Field Incident Commander and the Public Information Officer that shelters have been opened and which streets are cleared to the shelter.
- D. A list of shelters in Union is in Attachment 1 to Annex I.

XI. RESOURCES (Annex L)

- A. The Chief Elected Official will be responsible for obtaining additional resources needed to respond to the disaster. The First Responders in the field may make resource requests to the EOC.
- B. The Cass County Road Department maintains a list of heavy equipment, transportation resources, and generators that can be used in disaster operations. A list of these resources for all of Cass County is in Attachments 1 and 2 to Annex L in the LEOP.
- C. The Village Clerk will be the Volunteer Coordinator in Union. Procedures are outlined in Attachment 3 to Annex L.

XII. DAMAGE ASSESSMENT (Annex C)

- A. The Cass County Assessor will serve as the Damage Assessment Coordinator who will compile and report all of the damage information gathered in Union. The Incident Status Report (OMS-1) form can be found in the county LEOP in Annex A, Attachment 3.
- B. Assessment of damage will start as soon as lifesaving efforts have been taken care of.
- C. Damage Assessment for the following areas will be accomplished by:
 - 1. Public Facilities: Public Works,
 - 2. Residences: Insurance Adjusters, Insurance Agents,
 - 3. Businesses: Insurance Adjusters, Insurance Agents.

XIII. HEALTH AND HUMAN SERVICES (Annex G)

The coordination of all public welfare and human needs after a disaster will be provided from such organizations as the Nebraska Area Agency on Aging, the Heartland Chapter of the American Red Cross and other social service and community organizations.

XIV. PUBLIC HEALTH (Annex G)

Emergency Management along with the EMS Chief will be responsible for addressing public health issues, including counseling services.

XV. FINANCIAL ACCOUNTABILITY

The Union Village Clerk will be responsible for tracking all expenses of the disaster, including overtime for paid personnel, supplies used, emergency purchases/rentals.

XVI. WHEN THE DISASTER IS BEYOND LOCAL CAPABILITIES

- A. When local resources in Union are clearly not sufficient to cope with disaster response needs, the chief executive may then request assistance from Cass County and from Cass County Emergency Management. If, in the determination of county officials, county resources and mutual aid are not adequate to cope with the situation, assistance may be requested of the Nebraska Emergency Management Agency by calling toll free 1-877-297-2368.
- B. It is in the best interest of the Village of Union, that the key officials named thereon meet no less than once a year to review the provisions of these guidelines to determine that they are current.

**CITY
OF
WEEPING WATER**

**OPERATIONS
PLAN**

**FOR
DISASTER
RESPONSE
AND
RECOVERY**

2003

CITY OF WEeping WATER
EMERGENCY PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE CITY OF WEEPING WATER

I. PURPOSE

- A. The Emergency Preparedness Mission for the City of Weeping Water is to ensure the coordination of city departments and personnel to effectively respond to and recover from a natural or manmade disaster so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- B. This plan identifies the primary disaster responsibilities of city departments and personnel employed by the City of Weeping Water. This plan is intended to supplement the Cass County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

II. PLANNING FACTORS

A. All-Hazards Approach

This uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Weeping Water is susceptible to a number of hazards.

Bomb Threat
Flash Flood
Flood
HazMat (Transportation)
HazMat (Storage)
Ice Storm
Major Hail Storm
Major Highway Accident
Major Water Contamination
Major Wind Storm
Major Winter Storm
Major/Prolonged Power Failure
Railway Derailment
Tornado
Water Failure/Storage

B. Vulnerable Populations

There are populations at risk in Weeping Water. These will require special considerations in warning, evacuation, and other areas of disaster response. The vulnerable populations are:

Schools Elderly Housing Day Care Centers
Large Gatherings

C. Primary Responsibility For Disaster Response and Recovery

1. The primary responsibility for the welfare of Weeping Water residents during a disaster rests with the Mayor and the City Council. The Mayor will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.
2. In the absence of the Mayor, the established line of succession is:
 - a. President of the City Council
 - b. Council Members elected by other Council Members

III. BASIC DISASTER OPERATIONS

A. Operations - Warning Phase

1. When alerted of a disaster situation, the Cass County 911 Communications Center will begin notification of those on their emergency notification list.
2. The public may have already been warned by sirens or through the electronic media; if not, the dispatcher will sound the sirens as needed.

B. Operations - Actual Disaster

1. The first priority after a disaster has struck is lifesaving activities and subsequent preservation of property. *First Responders* will proceed to the scene of the disaster as soon as possible. Initial requests for assistance in *Field Operations* will be channeled through the Communications Center.
2. After initial response, the *Emergency Operations Center* will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC.
3. *Other agencies and groups* not defined as First Responders may be called upon to provide additional disaster services as the City begins the process of recovery from the disaster.

4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

C. Operations - Departmental Responsibilities

The City of Weeping Water has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass three areas:

1. Field Operations

- a. First Responders will provide the initial response to a disaster.
- b. These First Responders will use an Incident Command System. One of the First Responder disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.
- c. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of this PLAN.
- d. When the EOC is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials at the EOC.

2. Emergency Operations Center (EOC)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

- a. Staffing will be determined by the severity of the situation.
- b. The EOC is located at Weeping Water City Hall. This location provides communications capability, auxiliary power, ample space with support equipment for disaster operations.

3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field Command or the EOC Staff.

D. Field Operations and the EOC Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the City of Weeping Water.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations.

2. EOC Briefings

Response and recovery efforts will be planned at daily EOC briefings. Each City Department or agency working the disaster may be required to send a representative to report activities in their area.

3. Security of the Disaster Area.

a. Security may be needed at all the highway points leading into Weeping Water. The Nebraska State Patrol can help with security.

b. Roadblocks: Village/county/state roads departments can help with barricades. The Incident Commander or Law Enforcement will contact the Communications Center to request these resources from the County Roads Department and/or the State Road Department for assistance, when needed.

c. Identification cards for access to the disaster area will be issued in Weeping Water and Cass County; if more cards are needed, the Nebraska Emergency Management Agency in Lincoln can be called. ID cards are needed not only for local officials, but for volunteers, the media, even residents when the disaster area has been secured. The Cass County Emergency Management Director will distribute identification cards from the EOC or at the disaster access points.

E. Operations - Administration

Under the direction of the Mayor/City Administrator, the City Clerk/Treasurer and the Purchasing Officer will purchase or rent needed supplies, materials, and equipment for disaster operations. All agreements and contracts on a temporary basis will be recorded in the City Clerk's/Treasurer's Office. Contracting for permanent repairs and/or new construction of public facilities will follow established, routine procedures. All labor, equipment, and material expenditures for the disaster will be submitted to and documented by the City Clerk/Treasurer.

IV. FIELD OPERATIONS

A. Primary Field Operational Control For The Disaster

1. All City of Weeping Water Departments will become familiar with an Incident Command System. This Incident Command System will be used to ensure one point of contact for field coordination.
2. If the disaster operation dictates, the Incident Commander may select staging area(s). The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

1. In preparing this plan, Weeping Water government officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each department may not need to be applied to every disaster. However, the list is not all-inclusive; at the direction of either the Department Supervisor or the City Administrator, city personnel may be requested to perform other disaster duties.
2. The task assignments for each City Department are written in general terms and purposely do not tell supervisors how to do their jobs. Each Department should develop guidelines for their specific operations in a disaster situation.

C. Law Enforcement-Cass County Sheriff's Office (LEOP - Annex H)

1. Among First Responders to disaster scene.
2. May implement Incident Command System.
3. Will assess communications capability as one of first priority actions.
4. Notify off-duty personnel of the Sheriff's Office and, if required, other law enforcement agencies of need for assistance. About _____ persons could be available from the: _____ Sheriff's Office(s), County Sheriff's Office, Nebraska State Patrol, Game and Park Commission.
5. If needed, in conjunction with the Fire Department, warn residents and businesses by public address systems, knocking on doors, or any other necessary methods.
6. Conduct evacuation, as required, including coordinating with Emergency Management to select best evacuation routes to selected shelter.
7. Implement established procedures for roadblock locations to isolate Weeping Water if total isolation of the City is necessary.
8. Warn public to evacuate by public address system or door-to-door if time does not allow emergency information to be released through the Public

Information Officer; the Fire Department may assist in contacting those affected.

9. Coordinate with the EOC for special needs transportation out of area being evacuated.
10. Coordinate with the EOC in selecting assembly points and exercise surveillance over assembly points being used for loading buses, if needed for evacuation.
11. Assess and determine immediate needs for cleared routes to the hospital and coordinate with the EOC.
12. Coordinate traffic control and crowd control in and around the disaster area
13. Coordinate with the Street Department for barricades, signs, and flags at control points as established by the Sheriff's Office - this will be coordinated with the EOC.
14. Conduct search and rescue operations - with Fire Department personnel.
15. Assess need for other City Departments to respond and contact Superintendent of Department; report this to the EOC.
16. May request the EOC be opened for assistance in coordinating disaster response.
17. If the Police Station is damaged, the alternate location for operations can be _____.
18. May initially advise the EOC of area affected and give general damage information.
19. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
20. Send representative to briefings at the EOC; in monitoring the pulse of the community, inform the EOC/City Administrator of any problems.
21. Secure the disaster area
 - a. To include critical public facilities and residences
 - b. Check volunteer ID cards
 - c. Check permanent ID cards of City personnel

- d. Firmly control EOC security from any interference with emergency operations

- 22. Prevent looting in disaster area.
 - 23. Prevent re-entry into damaged or contaminated buildings.
 - 24. Provide security at shelters, if needed.
 - 25. Provide security for visiting dignitaries.
 - 26. Will notify the EOC of possible flooding problems.
 - 27. Pick up stray animals.
 - 28. Provide volunteer inmate labor.
 - 29. Deputize additional personnel, as required.
 - 30. Continue to cover police responsibilities in unaffected area.
 - 31. Designate and maintain lines of succession; in absence of Police Chief.
- D. Communications Center - Sheriff's Office (LEOP - Annex B)
- 1. Maintain current call-down roster for phone and pagers for key city personnel and others such as the hospital, care centers, schools, and businesses.
 - 2. Provide warning through sirens; if endangered area is isolated, telephone residents and/or businesses.
 - 3. Monitor and disseminate further watches and/or warnings or advisories.
 - 4. After initial request for first response, make necessary notifications to include notifying the City Administrator, Mayor, and Emergency Management Director.
 - 5. Coordinate emergency radio traffic.
 - 6. May request additional assistance through the EOC.
- E. Fire Department - Fire Chief (LEOP - Annex F)
- 1. Among First Responders to disaster scene.
 - 2. Will assume primary operational control of fire suppression and explosions.

3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials.
 4. Provide radiological monitoring at radiological accidents, including necessary coordination with Nebraska Health Department and the Nebraska Emergency Management Agency.
 5. May implement Incident Command System.
 6. May request the EOC be opened for assistance in coordinating disaster response.
 7. Coordinate with Sheriff's Office in search and rescue operations.
 8. Assist Sheriff's Office in evacuation efforts.
 9. Assist Sheriff's Office in warning by public address system or door-to-door.
 10. Assist Sheriff's Office in crowd control/security of the disaster area.
 11. Assess need for other City Departments to respond and contact Department Superintendent; report this to the EOC.
 12. Implement mutual aid agreements with other jurisdictions, as needed.
 13. Coordinate staging area with the EOC.
 14. Provide back-up equipment for water pumping.
 15. Assist in safety inspections to assure the integrity of a structure before permitting re-occupancy.
 16. Send representative to briefings at the EOC; in monitoring the pulse of the community, inform the EOC/City Administrator of any problems.
 17. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
 18. Continue fire suppression operations.
 19. Establish and maintain lines of succession.
- F. Emergency Medical Services - Rescue Chief (LEOP - Annex G)
1. May be among First Responders at disaster scene.
 2. May implement Incident Command System.

3. Conduct triage operations, if needed.
4. Operate emergency medical units to provide emergency treatment to injured personnel at the scene.
5. Transport injured to the hospital; check with Sheriff's Office\EOC for open routes to hospital.
6. Implement mutual aid agreements with other jurisdictions as necessary, thus allowing hospital staff to stay at their facility to receive injured.
7. Send representative to briefings at the EOC; inform the EOC/City Administrator of any problems.
8. Continue emergency medical services for the remainder of the City.
9. Establish/maintain lines of succession.

G. Public Works/Utilities (LEOP - Annex K)

The Public Works/Utilities Department includes these departments: Street, City Electric, Water/Waste Water, Parks and Recreation. If a staging area for the Public Works/Utilities function is established, it will be coordinated with the EOC.

1. Street Department - Superintendent
 - a. The call to respond to the disaster will initially come from dispatch at the Police Communications Center; the Superintendent will coordinate with the City Administrator on disaster work assignments.
 - b. First priority after a disaster is to clear debris from routes needed for First Responders; next priority is arterials and collectors.
 - c. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings with input from the City Administrator, Sheriff's Office, and other affected City Departments.
 - d. Close streets, if requested by Sheriff's Office, to include transporting/erecting barricades, signs, flags at control points established by the Sheriff's Office.
 - e. Post traffic directional signs, as needed, particularly for evacuation.
 - f. Clear debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants.

- g. Perform priority repairs to streets.
- h. Repair storm sewers.
- i. Provide emergency repair and maintenance of vehicles and equipment during disaster operations.
- j. During flooding conditions, coordinate sandbagging operations for public buildings/entities.
- k. Assist the City Administrator in meeting requirements for disposal of disaster debris. Responsibilities for landfill operations are listed under City Administrator.
- l. Will establish additional temporary tree burning areas, as needed.
- m. If not being utilized, furnish heavy equipment and personnel to other City Departments.
- n. Send representative to briefings at the EOC; inform the EOC/City Administrator of any problems.

2. Water and Waste Water Department - Superintendent

Water Division

- a. Can assess each house individually.
- b. Maintain water pressure and uncontaminated water supply.
- c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire.
- d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill.
- e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made.
- f. Coordinate water testing with the State Health and Human Services System.
- g. Provide potable emergency water supply.
 - 1) Locate suitable containers; fill with uncontaminated water.

- 2) Distribute to points as coordinated by the EOC; be aware of prioritized facilities needing water such as the hospital or care facilities.
- h. Safety inspect water system.
- i. If the disaster is a major water contamination, line of succession for direction and control is Mayor, Council President, City Administrator, Emergency Management Director, Water/Waste Water Department Superintendent.

Waste Water Division

- a. Maintain sanitary sewer operations.
- b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the waste system.
- c. Safety inspect waste water system if damaged from the disaster.
- d. Contract for porta-johns and for their maintenance.

Both Water and Waste Water Divisions

- a. If not being utilized, may be required to furnish equipment and personnel to other City Departments, such as vehicles to Sheriff's Office.
- b. Send one person to EOC briefings to represent both Divisions; inform the EOC/City Administrator of any problems.

3. Parks and Recreation Department - Director

- a. Survey damage to parks.
- b. Report to City Administrator for disaster work assignment.
- c. If not being utilized, furnish equipment/personnel to other City Departments; will primarily assist Street Department.
- d. Will attend or be represented at EOC briefings; inform the EOC/City Administrator of any problems in disaster clean-up/repair.
- e. Provide recreational equipment that may be used in the shelters for evacuees.

5. Landfill Operation

The City Administrator will primarily be responsible for coordinating disposal of disaster debris and will work with the Street Department in accomplishing this function. The following may be some of the requirements for disaster operations:

- a. Meet the demand for greater disposal operations by:
 - 1) Requesting extension of hours as needed for debris disposal.
 - 2) Requesting signs or guides in landfill area to organize disposal efforts.
- b. Obtain permission for normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items.
- c. Maintain "salvage depot" for unclaimed damaged property which is removed from public or private property.
- d. In coordination with other affected City Departments and the EOC, establish temporary site for collection of debris.
- e. Will ensure the Street Department establishes additional temporary tree burning area, if the one "permitted" burn site in Weeping Water is not adequate.

V. EMERGENCY OPERATIONS CENTER

A. Mayor/City Council (LEOP - Annex A)

Responsibilities of the Mayor and City Council during disaster operations may include, but are not limited to:

- 1. Make executive decisions; establish policy needed to effectively respond to the disaster.
- 2. Exercise emergency powers; provide policy decisions.
- 3. Sign Disaster Declaration.
- 4. Exercise final authority on subjects such as:
 - a. Curfews
 - b. Price restrictions

- c. Standards for contractors, craftsmen
 - d. Temporary waivers for land use
 - e. Other related legal responsibilities
 - f. Evacuation decision
- 5. Approve emergency legislation for the city.
 - 6. Mayor, Council President in Mayor's absence, may activate EOC.
 - 7. Emergency Public Information (LEOP - Annex D)
 - a. The Mayor will ensure that the public is given timely and accurate information through the Public Information Officer (PIO).
 - b. The Mayor will designate a PIO at the time of the disaster if one is not appointed.
 - c. Emergency public information responsibilities include:
 - 1) An Information Center to:
 - a) Release emergency directions and information to radio, television and newspaper.
 - b) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates.
 - d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information.
 - e. Serve as the source through which the media will gain access to public officials, if required.
 - f. Provide current and accurate information to the general public making inquiries.
- B. City Administrator

The City Administrator is the administrative head of Weeping Water city government and works under the direction of the Mayor who has final authority for all City Departments. The City Administrator has been delegated responsibility by the Mayor and Council to coordinate with the Emergency

Management Director in providing the direction and control function for disaster operations. The responsibilities of the City Administrator may include, but are not limited to:

1. Coordinate with the Mayor/City Council members and the Emergency Management Director during disaster operations.
2. The City Administrator will be alerted of a disaster situation by the dispatcher or Emergency Management Director; normally, the City Administrator will, in turn, call the Mayor.
3. May activate the EOC.
4. Report to the EOC to monitor the disaster incident through situation reports and data coming into the EOC. Visit the various areas of the disaster, as necessary.
5. In conjunction with the Emergency Management Director, determine EOC staffing.
6. Provide over-all coordination of all City Departments and purchasing for handling the disaster effort.
7. In conjunction with needs of Field Operations and Emergency Management:
 - a. Recruit any city personnel not involved in disaster response who could assist in emergency duties.
 - b. Form clerical pool and provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.
8. Maintain current inventory and resource list of emergency equipment and supplies.
9. Coordinate city-wide resources that may be used in disaster response/recovery.
10. Coordinate with City Attorney on any legal emergency matters.
11. Respond to official inquiries.
12. If a number of public buildings and/or streets have been affected by the disaster, assist in prioritizing return to service.
13. Coordinate with the Building Inspector in recovery and rebuilding efforts.

14. Ensure the Building Inspector acting as Damage Assessment Coordinator has designated someone to document damage through photographs should there later be an application for state or federal assistance.
15. Designate appropriate staff to photograph debris piles before disposal.
16. In conjunction with the Clerk/Treasurer, ensure that expenses for the disaster are documented by the City Clerk/Treasurer.
17. Assist Emergency Management Director in determining location for distribution of potable water and request Water Department to provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water.
18. Work with the Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.
19. Advise disaster victims of temporary emergency housing.
20. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money.
21. Maintain "salvage depot" for unclaimed items.

C. Emergency Management Director

The Cass County Emergency Management Director will act as a disaster operations advisor to the Mayor and City Council. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Weeping Water City Administrator. Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for readiness of the EOC to include an adequate communications system, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location.
2. Activate the EOC (normally called by the Dispatcher from the Sheriff's Office); assume overall coordination of emergency operations of disaster response/recovery.
3. In conjunction with the City Administrator, determine who is needed on the EOC Staff.

4. Maintain a current call-down list of EOC Staff with an established procedure for calling in the Staff.
5. Coordinate additional communications support, such as amateur radio operators, staff to take calls for "rumor control", etc.
6. Track and record disaster events on a status board or flip chart; plot area of destruction on map; staff from the City Clerk/Treasurer's will be assigned this function.
7. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often Briefings are needed.
8. Coordinate with City Departments as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid, and with Cass County government if the situation dictates.
9. Request Public Information Officer to provide emergency information to the public concerning an evacuation.
10. Coordinate transportation that may be required for evacuation.
11. Advise in selection of assembly points for transportation.
12. Coordinate shelter operations the American Red Cross.
13. Recommend that the Mayor\Council declare an emergency; prepare the Disaster Declaration for signature of Mayor and witness of Clerk.
14. Coordinate with City Attorney on any legal emergency matters.
15. Coordinate with the ARC/Social Services/Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery.
16. Coordinate staging areas with Field Operations.
17. Disseminate Identification cards for:
 - a. Emergency workers
 - b. Volunteers
 - c. Disaster area residents
 - d. Appointed/elected officials

18. Coordinate with the City Administrator in determining location for distribution of potable water; assure the public is notified concerning availability and location of water.
19. Work with the City Administrator in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.
20. Make formal request to the next higher levels of government for assistance if disaster response is beyond the capability of the City.
21. Provide training for personnel who will respond to a disaster.
22. Annually review/update this Plan for the City of Weeping Water

D. City Attorney

1. Provide emergency legal counsel to city officials on subjects such as:
 - a. Curfews
 - b. Price restrictions
 - c. Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
 - d. Temporary waivers for land use
 - e. Other related legal duties
2. Draft emergency legislation for the city.
3. Provide assistance in negotiating contracts for emergency services.

E. Building Inspector (LEOP - Annex C)

1. Coordinate damage assessment on:
 - a. Public entities
 - b. Homes
 - c. Businesses
2. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained.

3. Work with the American Red Cross damage assessment team to assure all homes have been surveyed for damage.
4. In conjunction with the City Administrator, assure someone is designated to photograph and record public and private damage should there be an application for state or federal assistance.
5. Compile all damage assessment reports into a summary document for use by EOC Staff.
6. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing.
7. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work.
8. Assure that rebuilding is in compliance with the City's master development plan.
9. Coordinate first with local contractors/lumber yards to restore damaged public facilities.
10. Coordinate with the City Administrator in establishing point of contact for insurance adjusters and influx of builders and repairmen.
11. With the approval of the City Administrator, contract for needed structural engineering services.
12. Coordinate, as necessary, with the City Electric Superintendent on safety inspection of electric systems on public buildings damaged from the disaster.
13. Ensure all incoming contractors register through the Building Inspector's office.

F. City Clerk/Treasurer

1. Witness Disaster Declaration
2. Track and document all expenses for disaster operations from each City Department to include:
 - a. Labor (regular and overtime)
 - b. Equipment
 - c. Materials (to include parts and supplies used from the City's inventory)

3. Coordinate with the Purchasing Officer in assigning (at the time of the disaster) an account number for emergency expenditures.
4. Provide financial statistics and summaries for the cost of the disaster, when requested.
5. In conjunction with the City Administrator, prepare necessary documentation required for state and federal disaster assistance applications.
6. In initial disaster response, can assist at the Communications Center.
7. Provide staff at EOC to track and record disaster events.

G. Purchasing Officer

1. Make emergency purchases, as required.
2. When a disaster is declared by the Mayor, implement the policy that delegates authority to department superintendents to purchase or lease emergency supplies and/or equipment.
3. Coordinate with the City Clerk/Treasurer in assigning department superintendents an account number for emergency expenditures.

VI. ADDITIONAL DISASTER SERVICE

The following may support disaster operations. Responsibilities include, but are not limited to:

A. Public Health Coordinator (LEOP - Annex G)

1. Assume primary operational control for health related emergencies, such as pollutions, contaminations, diseases, and epidemics.
2. Coordinate mass inoculations; i.e, tetanus shots.
3. Provide for food and drink purification.
4. Contact Nebraska Health and Human Services System for inspections of contaminated food.
5. Provide vector control.
6. Inspect and control sanitary conditions.

B. Louisville Public Schools - Superintendent

1. Pre-disaster: provide emergency safety education/drills in schools for students and staff.
2. Be prepared to evacuate and relocate children from schools, if situation dictates; facilities have been identified for relocation.
3. Broadcast emergency school information over local Radio and Television stations.
4. Perform initial damage assessment of affected school facilities.
5. May furnish school buses and drivers for evacuation.
6. May make school facilities available as evacuation shelter, staging area, morgue, as required.
7. Be prepared to recall needed staff should a school facility be designated for disaster operations.

C. Ministerial Association/Local Pastors

1. Provide counseling and/or crisis intervention to disaster victims, including the injured and bereaved.
2. May be asked to provide counseling services at shelters.

D. Chamber of Commerce

Act as point of contact to provide volunteers for disaster work from their directory of community service clubs.

E. Local Mortuaries

1. Take charge of and provide necessary service if there are mass casualties.
2. If local funeral capacities are exceeded, contact Funeral Director's Association to establish emergency morgue for identification and care of the dead.

F. Additional Counseling Resources

1. To be determined
2. Nebraska State Patrol 402-471-4545

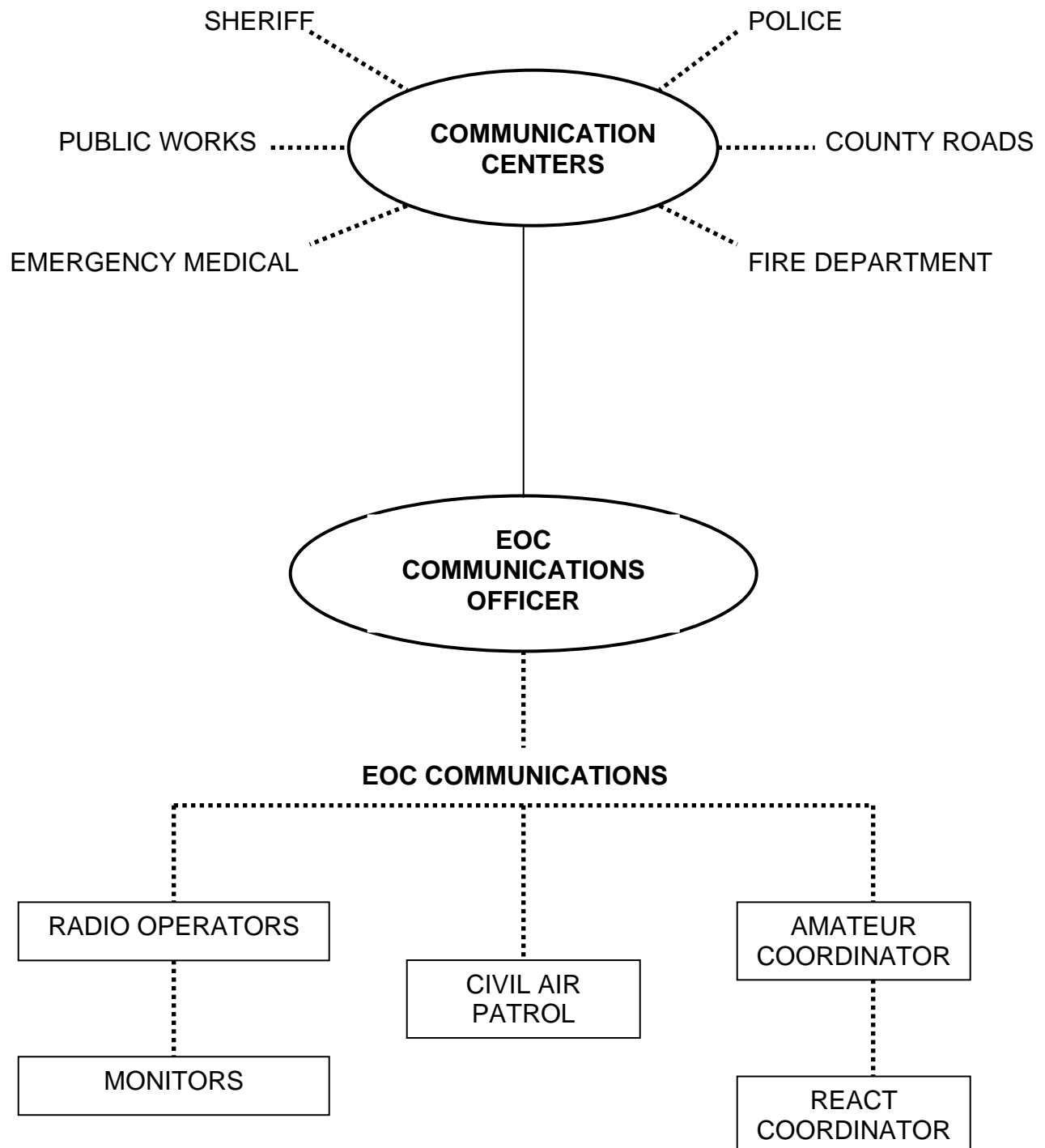
Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster.

G. Additional Resources For Individual Assistance Services

1. Social Services, phone 402-296-0000
2. Eastern Nebraska Office on Aging, phone 402-444-6536
3. Salvation Army, phone 402-451-7808
4. Southeast Nebraska Community Action Program, phone 402-296-4477
5. Cass County Extension Educator, phone 402-267-2205

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COMMUNICATIONS AND WARNING



COMMUNICATIONS AND WARNING

I. PURPOSE

This Annex provides information and guidance concerning available communications and warning systems within Cass County. The total communications and warning system is discussed, and procedures for its use during emergency operations are outlined.

II. SITUATION

A county-wide communications center is located in the Cass County Sheriff's Office at the Cass County Combined Law Enforcement Center in Plattsmouth. The Plattsmouth Police Department and Cass County Sheriff are staffed on a 24-hour basis. Sufficient communications and warning equipment is available to provide communications necessary for most emergency situations. In disasters, augmentation may be required.

- A. Hazards vary in predictability and speed of onset; therefore, time available for warning may vary from ample to none.
- B. Cass County has numerous facilities Plattsmouth Manor, Woodbridge Assisted Living, Nebraska Masonic Home, Cass Co Arms, Louisville Care Center, Mahoney State Park, Louisville Lakes State Park, Platte River State Park, SAC Museum, Simmons Wildlife Safari Park, I-80 Speedway and Eagle Raceway requiring specific warning that a hazard exists. Emergency response vehicles may be needed to help warn these facilities.
- C. Agreements exist between the United States, Russia, and other countries to reduce the risk of nuclear war because of an accidental, unauthorized, or other unexplained incident involving a nuclear weapon. Warning would be disseminated over the National Warning System (NAWAS) if such an unlikely incident threatened the United States.

III. ASSUMPTIONS AND PLANNING FACTORS

- A. Communications and warning are vital to the effective and efficient preparedness, response and recovery activities during emergency operations.
- B. Some people that are directly threatened by a hazard may ignore, not hear, or not understand the warnings issued.

- C. Volunteer radio groups such as REACT, Civil Air Patrol, and local/regional amateur radio clubs may respond to the Cass County upon notification of a disaster.

IV. ORGANIZATION/RESPONSIBILITIES

The communications and warning function will be under the direction and coordination of the Communications Officer of each emergency service, i.e., the Cass County Sheriff, Cass County Emergency Management, area Fire and Rescue Departments, and the Nebraska State Patrol if they operate from separate facilities

- A. The Communications Officer is responsible for the supervision of all activities within their respective communications center, to include a current roster of personnel to ensure recall on short notice.
- B. Emergency Management Communications: assists jurisdictions by recruiting and coordinating amateur, REACT/CB, Civil Air Patrol, and Business Band radio operators and their equipment.

V. CONCEPT OF OPERATIONS

A. Communications

1. The Emergency Operating Center(EOC)

- a. The EOC is equipped with adequate communications equipment to transmit and receive pertinent information. (See Attachment 3 for communications capabilities.)
- b. In the event of commercial power failure, a 15KW auxiliary generator will provide power for essential equipment in the EOC and communications center.
- c. Telephone service during emergency operations is accommodated through three installed and twenty three readily available telephone lines from the Weeping Water EOC to the Alltel Communications local telephone exchange.
 - 1) Cellular phones will quickly fail due to system overload or loss of one or more cellular towers in or near the county. Prior arrangements with the cellular provider(s) may enable use of selected cellular phones.

- 2) Priority of service restoration, both cellular and non-cellular, shall be established by the Executive Group and/or the Communications Coordinator.

2. Cass County Communications Center (911)

- a. The Cass County Communication Center is located at the Cass County Combined Law Enforcement Center and provides services to various public safety agencies, including the Plattsmouth Police and the Cass County Sheriff. Radio frequencies used on a daily basis are listed in Attachment 3.
- b. The Cass County Communications Center is a warning point in the National Warning System (NAWAS). Warnings will be received via the NAWAS to include the National Weather Service's severe weather warnings.
- c. The Sheriff's Office is equipped with auxiliary power to continue operations should a power outage occur.

3. Nebraska State Patrol

- a. The Nebraska State Patrol Troop A headquarters is located at 4411 South 108th Street, Omaha and provides service to Cass County. The frequencies used on a daily basis are listed in Attachment 3.
- b. The Nebraska State Mobile Command Post can provide communications resources with an emphasis on law enforcement operations. By using programmable equipment it will be capable of transmitting and receiving on any frequency within the following ranges:
 - 1) VHF Low Band 29.7 to 50.0 MHz.
 - 2) VHF High Band 148.0 to 174.0 MHz.
 - 3) UHF 450.0 to 470.0 MHz.

4. Other Jurisdictions

Communication capabilities exist in other jurisdictions within Cass County and are listed in Attachment 3.

5. Amateur Radio

The Plattsmouth Amateur Radio Club may support Cass County by providing additional communications to support the Emergency Management response

and recovery operations in the event of a disaster. Amateur radio operators will relocate with their equipment to the designated operating location.

6. REACT (or CB Club)

During disaster situations, Douglas County REACT may provide emergency communication support to Cass County.

7. Civil Air Patrol

During disaster situations, members of the Offutt Squadron and the Nebraska Wing of the Civil Air Patrol can support Cass County disaster relief operations with VHF and HF frequency radio, as well as assist with damage assessment, disaster welfare inquiries and aerial reconnaissance/damage assessment.

8. Communication Protection

- a. Lightning will be guarded against by using standard lightning protective techniques during severe weather.
- b. Wind can damage antennas, but with sufficient planning, alternate or temporary antennas can be utilized.

B. Warning

1. The National Warning System (NAWAS): a Federal system of high priority, dedicated communications. The Nebraska Emergency Management Agency Communications Officer is responsible for operation of the system. Maintenance is performed by the telephone company.
 - a. The Nebraska NAWAS System is that part of the National Warning System within the State.
 - b. The State Warning Point is established at the Nebraska State Patrol Headquarters, and the State Emergency Operating Center is designated as the Alternate State Warning Point.
 - c. Although warning information can originate from several sources, all relevant warning information is passed via NAWAS to all warning points within the State.
 - d. From the NAWAS warning points, information is disseminated to county warning points, without NAWAS, by the Sheriff's Radio Network (39.9 MHz). This system is outlined on the map of the Nebraska Emergency Management Warning Network (Attachment 6).

2. Notification of Officials

- a. The Cass County Communications Center will alert city/county officials, the Cass County Emergency Management Director and others on the Cass County EOC staff immediately after initiating public warning. See Attachment 1. Refer to tornado watch/warning procedures.
- b. Pagers are utilized to provide warning to various governmental and non-governmental agencies. See Attachment 2. Pagers are activated by the Cass County Communications Center.

3. Warning The Public

- a. The Cass County Communications Center will provide warning to the public by activating all fixed sirens in Cass County, either simultaneously or individually. For siren locations, see Attachment 4.
- b. The authority to activate the sirens in Cass County rests with the Emergency Management Office and has been delegated to the Cass County Communications Center and individual City/Village Officials as may be necessary. A detailed description is noted in the Cass County Operations Procedures Manual under OPS 1-0.
- c. Warning to the public may also be provided by loudspeakers or sirens on emergency vehicles or by immediate broadcast via Radio Station KOTD or via the state EAS system.

4. Tornado Watch:

Cass County has an established tornado spotting program with assistance from rural spotters, fire, and law enforcement personnel. Reports from law enforcement personnel are made directly to their respective agency. Reports from ARES and fire personnel are made direct to Cass County EOC, when in service. In the event phone lines to Cass County EOC are busy, the alternate agency to notify is the Cass County Sheriff.

5. Flood Watch/Warning

- a. Flood watch/warning procedures are conducted by the Cass County Emergency Management Agency, the Plattsmouth Department of Public Works and the Cass County Sheriff. During periods when the potential for severe flooding is increased, the Emergency Management Director obtains scheduled river gauge readings and forwards the information to the National Weather Service Office in Valley who forwards the information to the Nations Weather Forecast Center in Kansas City where flood watches/warnings are issued.

- b. The public is notified via the National Weather Service, Weather Alert Radio System, and by KFAB Radio (Storm Alert System) which is the Common Program Control Station (CPCS-1) for Operational Area 1 in the Emergency Broadcast System.
- 6. Hazardous Materials Incidents
 - a. The owner of a facility is required to notify the State Department of Environmental Quality (DEQ) upon discovery of a release of a hazardous substance of 10 pounds or greater, according to DEQ Regulation Title 126. A fixed facility that has a release of an extremely hazardous chemical above the 302(a) reportable quantity (RQ) of SARA Title III requires notification under section 102(a) of CERCLA, shall notify, immediately after the release, the Community Emergency Coordinator (CEC) identified in Annex F, IV, B, for any area likely to be affected by the release and the State Emergency Response Commission of any state likely to be affected by the release. This notification will be by the most expedient means possible.
 - b. A transportation incident of a substance subject to 302(a) requirements shall satisfy notification requirements by dialing 911 or, in the absence of a 911 system, calling the operator.
 - c. The notification requirements under section 304(b) will be met by using the "Hazardous Materials Incident Report" Annex F Appendix 1 Attachment 3. This information should be given to the extent known at the time of notification.
 - d. The public is notified via the National Weather Service, Weather Alert Radio System, and by Emergency Alert System (EAS).
- 7. The Nebraska Emergency Alert System (EAS): provides disaster information and instruction to the public through the electronic media. Local officials, have the authority to request activation of the Nebraska EAS Web by contacting their Local Station (LP-1 or LP as listed in the Nebraska Plan EAS) to provide information to the people in that operational area. See Attachment 5.
- 8. By law, the Nebraska Education Television Network will provide text decoded emergency information that includes severe weather warnings and reports from the National Weather Service. Many commercial television stations will also broadcast emergency public information text.

VI. ADMINISTRATION AND LOGISTICS

A. Records

Cass County law enforcement agencies will maintain records of all expenses incurred by their communications activities. The Executive Group will ensure that adequate records of local government expenses are maintained.

B. Training

Each agency or organization assigning personnel to the EOC for communications and warning purposes is responsible for ensuring that those individuals are adequately trained to use the equipment, are familiar with the procedures of the EOC, and understand the unique operating procedures.

C. Plan Maintenance

The Communications Officer(s) will be responsible for assisting the Emergency Management Director in the maintenance and improvement of this Annex. The Annex will be reviewed, updated, and modified as necessary, but not less than annually.

LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
1	Notification Chart	B-10
2	Pager Distribution List	B-11
3	County Communication Capabilities	B-12
4	NAWAS Network (Map and Directions)	B-15
5	Nebraska EAS Operational Areas	B-17

NOTIFICATION CHART

**CASS COUNTY SHERIFF
NAWAS WARNING POINT
“911” CENTER**

**NAWAS FANOUT 39.9
OTOE COUNTY
(NEBRASKA CITY)**

**CASS COUNTY COMMUNICATIONS CENTER
“911” CENTER**

SIREN ACTIVATION BY RADIO	GOVERNMENTAL	FIRE/RESCUE DEPARTMENTS	NON- GOVERNMENTAL
Avoca	Plattsmouth Police	Alvo	Plattsmouth Schools
Beaver Lake	Cass County Emergency Management Duty Officer	Avoca	
Cedar Creek		Cedar Creek	
Louisville		Eagle	
Manley		Elmwood	
Murray		Greenwood	
Union		Louisville	
Weeping Water		Manley	
		Murdock	
		Murray	
		Nehawka	
		Plattsmouth	
		Union	
		Weeping Water	

PAGER DISTRIBUTION LIST

NAME or TITLE	TYPE Radio/Phone	NUMBER (if phone type)	HOW ACTIVATED?
6200 William Cover Director	Radio		Cass County Combined Communications 296-9370
6201 Robert Peabody Chief Deputy Director	Radio		"
6202 Charles Cover Deputy Director	Radio		"
6203 Patrick Kelley Deputy Director	Radio		"
62032 Roger Behrns PIO	Radio		"
6207 Roseann Dobesh-DeGraff Administrative Officer	Radio		"
6208 William Duff Operations	Radio		"
6209 Will Cover Operations	Radio		"
62013 Dave Lamprecht Operations	Radio		"
62019 Chris Spangler Operations	Radio		"

CASS COUNTY COMMUNICATIONS

AGENCY/ADDRESS	FREQUENCY/ CAPABILITY	FUNCTION
County Law Enforcement Center	39.90 T/R	Law Enforcement
	39.94 T/R	Law Enforcement
	42.46 R	Law Enforcement
	39.68 T/R	Law Enforcement
	154.815 T/R	Law Enforcement
	155.475 T/R	Law Enforcement
	155.490 T/R	Law Enforcement
	156.150 T/R	Law Enforcement
	453.325 T/	Weeping Water FD
	453.400 R	Union FD
	453.800 T	Union FD
	39.82 T/R	Medical
	39.98 T/R	Medical
	154.385/R 154.890/T	Fire M/A
Cass County Emergency Management /EOC	39.90 T/R	Law Enforcement/Fire
	39.98 T/R	Fire
	39.82 T/R	Medical
	38.60 T/R	SCDA
	154.385/R 154.890/T	Fire M/A
	154.815 T/R	Law
	154.815/R 156.150/T	Law
	155.490 T/R	Law
	151.100/R 159.120/T	Roads
	155.055 T/R	Greenwood Fire
	151.475 T/R	Game & Parks
	155.475 T/R	NE/IA Law
	453.725/R 458.725/T	SCDA
	458.650 T/R	SCDA
	453.325/R 458.325/T	Weeping Water
	453.400/R 458.400/T	Union
	462.975/R 467.950/T	MED 9
	462.975/R 467.975/T	MED 10
	2 Meter Programmable	RACES

CASS COUNTY COMMUNICATIONS (continued)

AGENCY	CAPABILITY	FUNCTION
Avoca Fire Department	39.90 T/R	Fire
	39.98 T/R	Fire
Cedar Creek Fire Department	39.90 T/R	Fire
	39.98 T/R	Fire
Elmwood Fire Department	39.90 T/R	Fire
	154.385/R 154.890/T	Fire M/A
	453.325 T/R	Medical
Greenwood Fire Department	39.90 T/R	Fire
	39.98 T/R	Fire
	39.86 T/R	Fire
	39.82 T/R	Med
	155.055 T/R	Fire
Louisville Fire Department	39.90 T/R	Fire
	154.385/R 154.890/T	Fire M/A
	39.82 T/R	Medical
Manley Fire Department	39.90 T/R	Fire
	39.98 T/R	Fire
	453.325 T/R	Fire
Murdock Fire Department	39.90 T/R	Fire
Murray Fire Department	39.90 T/R	Fire
	39.98 T/R	Fire
	39.82 T/R	Medical
Plattsmouth Fire Department	39.90 T/R	Law Enforcement
	39.98 T/R	Fire
	39.82 T/R	Medical
	45.24 T/R	Medical
Union Fire Department	39.90 T/R	Fire
Weeping Fire Department	39.82 T/R	Medical
	39.90 T/R	All
	39.98 T/R	All
	453.325 T	All
	458.325 R	All

CASS COUNTY COMMUNICATIONS (continued)

AGENCY	CAPABILITY	FUNCTION
Plattsmouth Mobile Command Vehicle	39.90 T/R	Law Enforcement/Fire
	39.98 T/R	Fire
	39.82 T/R	Medical
	38.60 T/R	SCDA
	154.385/R 154.890/T	Fire M/A
	154.815 T/R	Law
	154.815/R 156.150/T	Law
	155.490 T/R	Law
	151.100/R 159.120/T	Roads
	155.055 T/R	Greenwood Fire
	151.475 T/R	Game & Parks
	155.475 T/R	NE/IA Law
	453.725/R 458.725/T	SCDA
	458.650 T/R	SCDA
	453.325/R 458.325/T	Weeping Water
	453.400/R 458.400/T	Union
	462.975/R 467.950/T	MED 9
	462.975/R 467.975/T	MED 10
	2 Meter Programmable	RACES

National Warning System (NAWAS) Emergency Management Warning Procedures

Tests:

The State Warning Point for NAWAS is at the Nebraska State Patrol Headquarters, Lincoln. A daily operational test, using a dedicated telephone line, is sent to each Nebraska Warning Point (see map).

The Alternate State Warning Point is at the NEMA Emergency Operating Center, Lincoln. A weekly roll-call or Fan-out test designated as, "**TEST, TEN-ONE-ZERO-ONE (10-101)**" is accomplished. The test message is relayed by radio from the Warning Points areas to the counties.

Each Warning Point will report to the Alternate State Warning Point either a:

Positive report from all counties in its area by an "**ALL CONFIRMED**" message, or a

Negative report when fan out stations do not respond such as:

Grand Island:
Alternate State Warning Point:
Grand Island:
Alternate State Warning Point

"Grand Island to Nebraska Alternate"
"This is Nebraska Alternate, OVER"
**"Negative copy, Howard and
Merrick Counties, OVER"**
"ROGER, Nebraska Alternate, OUT".

Warning or Attack:

State actions:

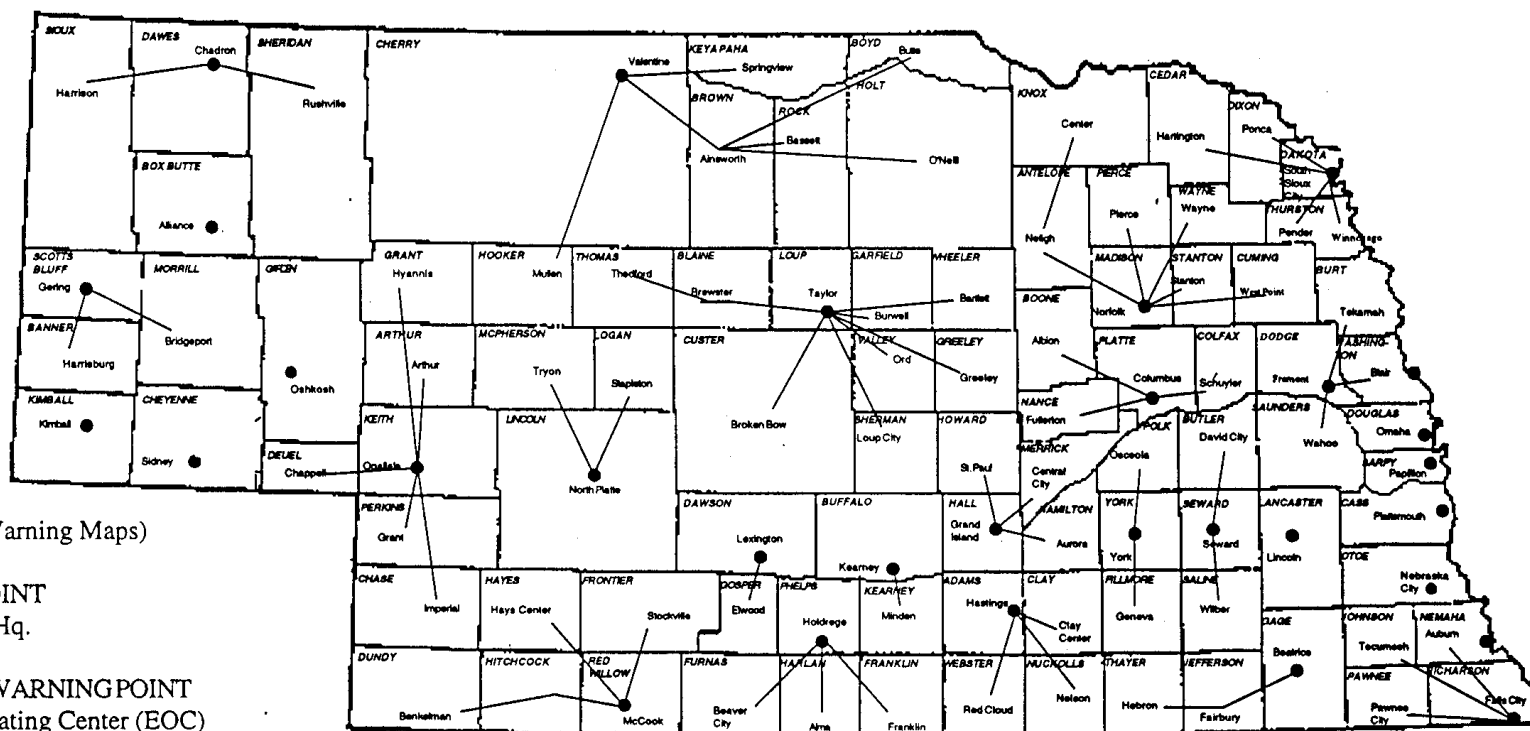
When a warning is received, the operator at the State Warning Point will clear the NAWAS network of all traffic, transmit the warning and then receive acknowledgement of the warning from each Warning Point. The Alternate State Warning Point provides a backup means of disseminating tactical warnings. The area Warning Points will immediately disseminate any warnings over the secondary warning network (39.9 MHz., Sheriff's radio network, see map on opposite side) thereby alerting each county in the State.

Locations:

Due to the large number of stations involved (93 counties), counties will acknowledge receiving the warning message to their respective Warning Points (NAWAS). Acknowledgement from the Warning Points will then be transmitted to the State Warning Point or to the Alternate.

The dissemination of the warning and warning information within the counties and municipalities is the responsibility of the Sheriff and/or local Police in accordance with the county Local Emergency Operations Plan (LEOP). The goal of the "Attack/Warning" is to reach all persons potentially affected in adequate time to either "Take Cover" or complete other necessary actions.

Nebraska Emergency Management Warning Network



February 1999
(Supersedes previous Warning Maps)

STATE WARNING POINT

- ☐ Nebraska State Patrol Hq.
- Lincoln, Nebraska

ALTERNATE STATE WARNING POINT

State Emergency Operating Center (EOC)
Lincoln, Nebraska

- NAWAS - (National Warning System)
Special Telephone Lines

— RADIO - (Sheriff's Net)
39.9 MHz

Each Warning Point can ascertain its area of warning responsibility by following the arrows from a Warning Point

Warning Points will relay the warning or test to its respective counties.

All persons involved in the Nebraska Warning System should be aware that the Emergency Management FAN-OUT TESTS are termed, "Test, Ten-One-Zero-One".

NEBRASKA NAWAS SERVICE POINTS

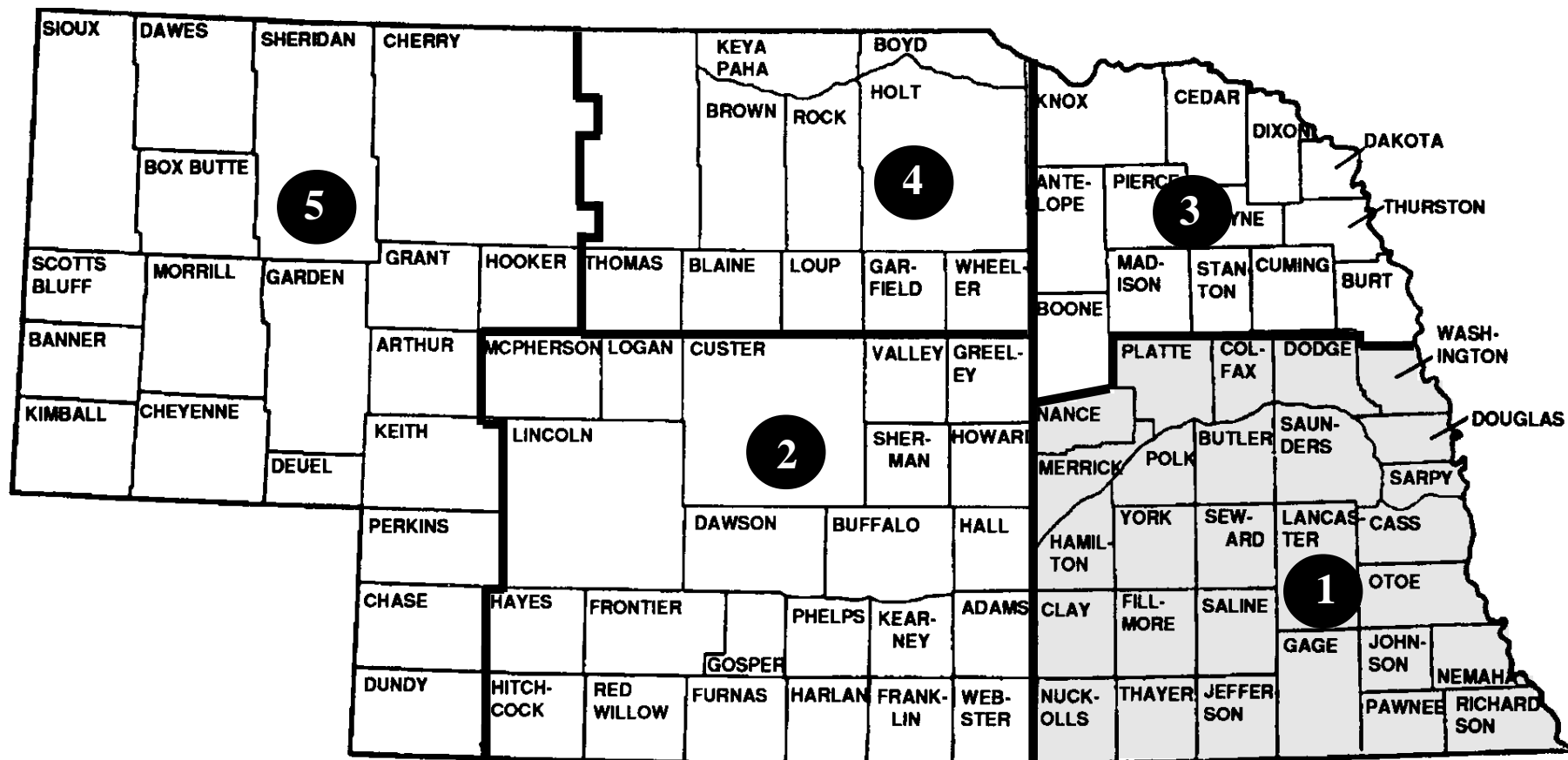
- *Alliance, Police Department
- *Beatrice, Police Department
- *Chadron, Police Department
- *Cheyenne County, Sheriff's Office
- *Cheyenne, Wyoming Weather
- *Columbus, Police Department
- *Cooper Nuclear Power Station
- *City/County Law Enforcement Center South Sioux City
- *Ft. Calhoun Nuclear Power Station
- *Fremont, Police Department
- *Fremont EOC
- *Garden County, Sheriff's Office
- *Goodland, Kansas Weather
- *Grand Island 911 Center
- *Grand Island EOC

- *Hastings, Emergency Center
- *Hastings EOC
- *Hastings Weather
- *Holdrege, Police Department
- *Kearney Buffalo Co. CommCenter
- *Kearney EOC
- *Kimball Consolidated Comm Ctr
- *Kimball EOC
- *Lexington, Police Department
- *Lincoln Emergency Communications
- *Lincoln EOC
- *McCook, Police Department
- *Nebraska Public Power, Doniphan
- *Norfolk, Police Department
- *North Platte, Police Department
- *North Platte Weather Service
- *Ogallala, Police Department

- *Omaha Commo, Div., Public Safety Dept.
- *Omaha/Valley Weather Service
- *Otoe County, Sheriff's Office
- *Otoe County EOC
- *Papillion, Sarpy Co Sheriff's Office
- *Plattsmouth, Sheriff's Office
- *Richardson County, Sheriff's Office
- *Richardson County EOC
- *Scotts Bluff County Consolidated Communications Center
- *Seward, Sheriff's Office
- *Sioux Falls Weather, South Dakota
- *Taylor, Reg 26 Communications Center
- *Valentine, Cherry Co Sheriff's Office
- *York, Sheriff's Office
- *York EOC

*24 Hour Active Warning Points

Nebraska Emergency Alert System Operational Areas



Local Stations (LP-1) in Area 1

Lincoln KFOR/KFRX-am/fm 1240/102.7

Lincoln KOLN-TV Channel 10

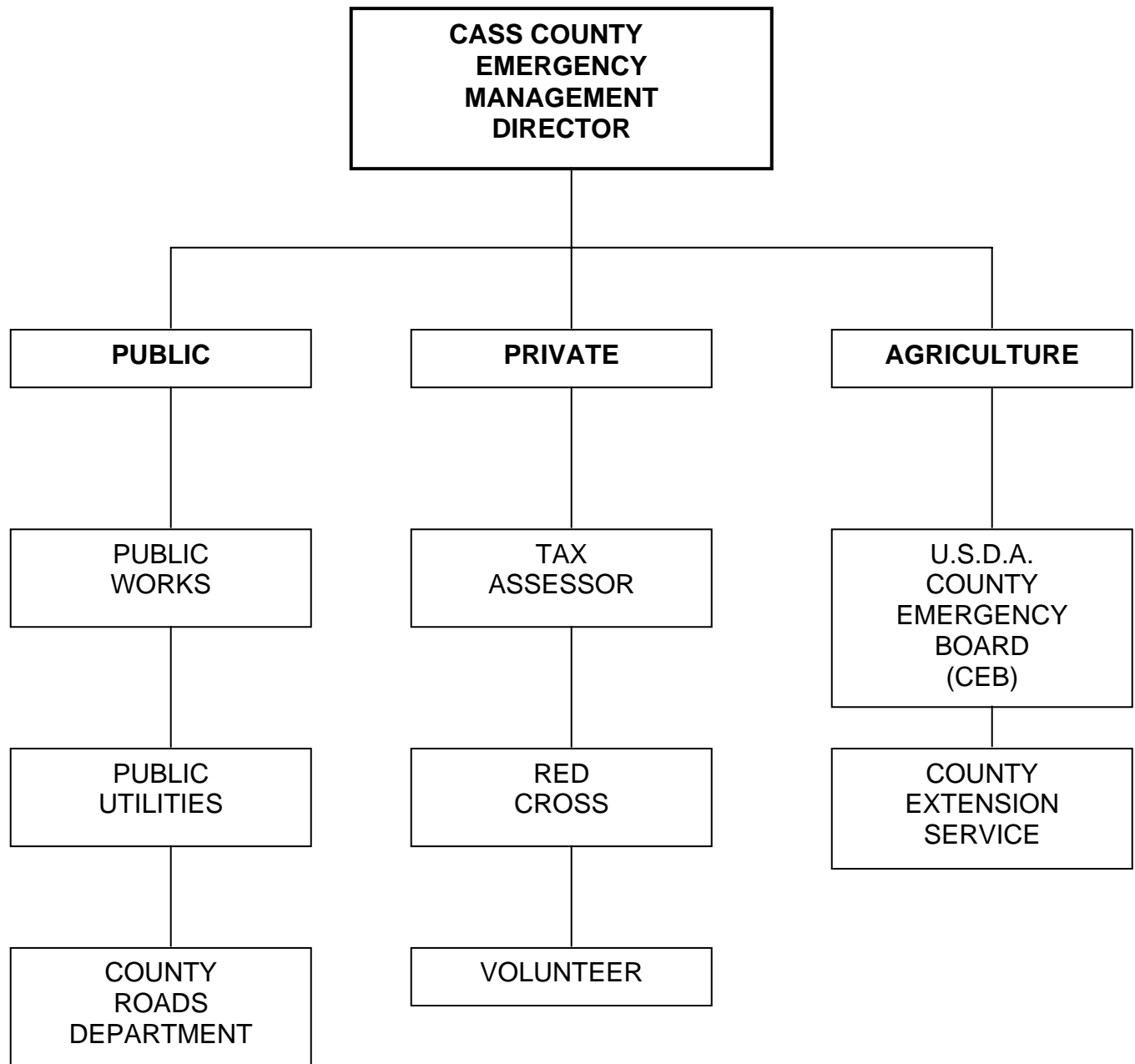
Omaha KFAB-am 1110

Omaha KEFM-fm 96.1

Omaha KETV Channel 7

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DAMAGE ASSESSMENT



DAMAGE ASSESSMENT

I. PURPOSE

This Annex describes damage assessment procedures necessary to gather data and evaluate information to determine the extent of damage and the impact on the community resulting from a disaster.

II. SITUATION

Cass County is situated in an area considered highly susceptible to numerous disasters that have the potential to cause extensive damage to both public and private property. In the event of a disaster, planned damage assessment procedures are essential for effective response and recovery operations.

III. ASSUMPTIONS

- A. The prompt and accurate assessment of damage to public and private property following a disaster will be of vital concern to local officials. A rapid response will have a direct bearing on the manner in which recovery is effected in Cass County.
- B. For any emergency involving radiological materials, the Nebraska Health and Human Services System has sole responsibility for making technical assessments. However, it is conceivable that the Department could request some assistance from local radiological staff during an emergency.
- C. The State Department of Environmental Quality is responsible for decisions on the scope of clean up operations from a hazardous materials incident.

IV. ORGANIZATION/RESPONSIBILITIES

A. Incident Assessment

The Cass County Emergency Manager will coordinate the gathering of damage assessment information necessary to complete the Incident Status Report, Annex A, Attachment 3, and for keeping the information updated during the course of the incident. Other responsibilities include, but are not limited to, the following:

- 1. Establish point of contact with officials of affected jurisdictions and determine approximate area affected.
- 2. Gather information from all sources, both public and private, that have been affected by the incident as quickly as it is available.

3. Provide updated information gathered from both public and private entities to the Executive Group and the Nebraska Emergency Management Agency using the same Incident Status Report from Annex A used to initially report the incident. (Annex A Attachment 3)
4. Coordinate with the Public Information Officer to keep the public informed of hazardous conditions.

B. Record Keeping

Each public and private agency will keep complete records of resources and personnel involved in the response to the emergency or disaster for use in determining the extent of impact of the incident on the jurisdiction.

C. Agricultural Damage Assessment

The Farm Service Agency (FSA) will accomplish assessment of agricultural damages with assistance from other USDA agencies, as needed. All information will be forwarded to the USDA State Emergency Board and may be available to the Cass County Emergency Management Director.

D. Radiological/HazMat Damage Assessment –
Industrial/Transportation Incident/Accident

1. In the event of a radiological incident, local damage assessment response will be limited to obtaining radiological readings to detect the actual hazard. The Health and Human Services System will accomplish detailed hazard assessment to determine possible threat to population and livestock. See Annex F Appendix 1.
2. In case of a hazardous materials incident, local response will be limited to the level of training as defined by standards set by their employer in compliance with OSHA and EPA regulations.

E. Inspections

Safety inspection of residences and businesses to determine habitability will be accomplished by County/City Inspectors, assisted by Fire and Utility personnel. The assistance of the State Fire Marshal may be requested. Data obtained during safety inspections will be included in damage assessment reports.

V. CONCEPT OF OPERATIONS

A. Initial Assessment

1. Facilities considered critical for emergency operations, the health, welfare and safety of the people and for timely dissemination of public information are listed in Attachment 1. Survey of the facilities will be given high priority during initial damage assessment. Early identification of problems affecting the population will enable the Executive Group to make prompt and efficient decisions concerning resources available and needed.
2. Initial information may include a rough idea of the area involved. Later information would indicate the number of homes, businesses and public buildings involved.
3. After rescue operations have been concluded, more detailed information should be gathered to complete the Incident Status Report. This information will be gathered from the organizations and agencies involved and provided to the Executive Group and NEMA.

B. Detailed Damage Assessment

Using the information from the completed Incident Status Report, and at the request of local government, the decision will be made to gather the information necessary to declare a State or Federal Disaster. If there is a possibility of a Federal declaration, a joint Federal/State team will complete a Preliminary Damage Assessment (PDA).

1. The Nebraska Emergency Management Agency and the Federal Emergency Management Agency will send teams of damage assessment officials who will work with local officials to gather the necessary information and complete the proper forms.
 - a. The teams will conduct training and briefing to Local Officials on how they will conduct their assessment.
 - b. The teams will provide forms and personnel to complete the assessment.
2. Local officials will provide assistance to aid the State and Federal team members in the gathering of information and records of resources and personnel needed to complete the assessment.

VI. ADMINISTRATION AND LOGISTICS

The Emergency Management Director will review and update this annex annually.

LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Title</u>	<u>Page</u>
1	Key Facilities	C-6

KEY FACILITIESALVO

Fire Department	221 Main
-----------------	----------

AVOCA

Fire Department	211 Polar
Village Hall	224 House

EAGLE

Fire Department	701 South 1 st St
Fire Department Storage	514 South 4th

ELMWOOD

Fire Department	601 South 4th
Village Hall	400 West "E" Street
Doctors Office	160 North 4th

GREENWOOD

Fire Department	231 Broad
Village Hall	619 Main

LOUISVILLE

Fire Department	122 Main
Omaha Public Power	205 Main

MANLEY

Fire Department	Manley
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KEY FACILITIES (Continued)

MURDOCK

Fire Station	321 Nebraska
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MURRAY

Fire Department	508 Hwy 1
Rural Fire District	508 Hwy 1

NEHAWKA

Fire Department	111 South Main
-----------------	----------------

PLATTSMOUTH

Courthouse	4th and Main
County Sheriff	336 Main
County Jail	336 Main
Cass County Emergency Management	
Secondary EOC	336 Main
County Maintenance Shop	Plattsmouth
State Department of Roads	Plattsmouth
Police	336 Main
Fire Department	127 North 5th
City Hall	136 North 5th
City Maintenance Shop	13th Avenue & 4th St
Nebraska Public Power	611 Chicago Avenue
Enron Liquids Pipe Line	13909 Chicago
Internal Medicine Associates	1938 E Hwy 34
University Medical Associates	1938 E Hwy 34
Plattsmouth Journal	410 Main
Water Treatment Plant	17500 Schilling Refuge Rd
Sewage Disposal Plant	401 Dock Road
Alltel Communications	645 Main

UNION

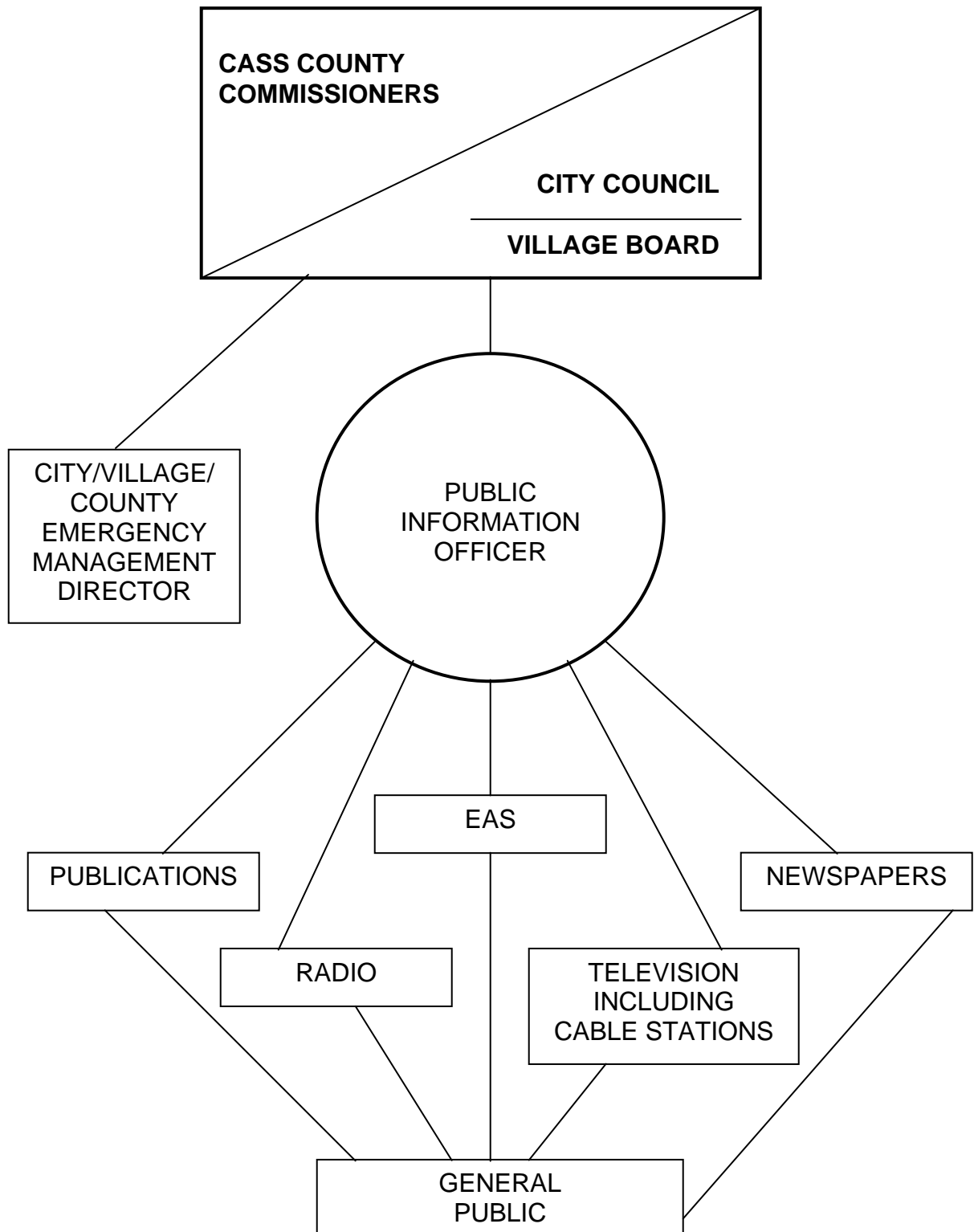
Fire Department	500 E. Main
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KEY FACILITIES (Continued)

WEEPING WATER

Fire Department	313 West Eldora
City Offices	203 West Eldora
Water Treatment Plant	105 N. Randolph
Rescue Squad	313 West Eldora
Public School	204 West "O"
Family Practice Clinic	204 N. Randolph
Cass Co. Emergency Management Agency and County EOC	8400 144 th Street Community Building

EMERGENCY PUBLIC INFORMATION



EMERGENCY PUBLIC INFORMATION

I. PURPOSE

The purpose of this Annex is to establish procedures for rapid dissemination of emergency public information and to outline the resources available. During an emergency/disaster, all levels of government are responsible for keeping the public informed of the situation as it develops. It is through a speedy and precise public information program that the populace will be advised of whether or not any hazard exists and gain knowledge of any necessary actions they will need to take to ensure their safety and survival.

II. SITUATION

- A. Radio Station KFAB in Omaha is the primary Emergency Alert Station for Nebraska Operational Area 1, which includes Cass County. Initial weather alerts and warnings and national emergency warnings are disseminated from this station.
- B. Emergency public information cannot be disseminated in Cass County through an over-ride capability of Cable Television.
- C. There is one weekly newspaper in Cass County. Newspapers will be used for disseminating written instructions to the general public.

III. ASSUMPTIONS AND PLANNING FACTORS

- A. There are no known groups of non-English speaking people in Cass County. Every household has members who can adequately read the newspaper and/or understand spoken English.
- B. Provisions have been implemented in Cass County for disseminating emergency information to persons with special needs.
- C. During and after a disaster, specific protective action information and advice to the public would be essential to maximize survival and protect property. Most or all members of the public would comply with official advice received by them.

IV. ORGANIZATION/RESPONSIBILITIES

- A. Public information activities are directed by the Public Information Officer (PIO). The PIO is responsible for the collection, coordination, and dissemination of emergency public information.

- B. The Public Information Officer has been appointed by the Cass County Emergency Management Director, and is the official spokesperson for the Mayor/Board Chair and/or County Supervisors and is a member of the Emergency Operations Center (EOC) Staff. The PIO will coordinate all public information activities with the Chief Executive and the Cass County Emergency Management Director.
- C. The PIO may appoint a supporting staff to assist in the public information functions and ensure the capability of extended operations. Supporting functions may include:
 - 1. Rumor Control,
 - 2. Distribution of emergency information, including broadcast and printed materials,
 - 3. Coordination of emergency public information supplies and equipment requirements as well as volunteer support staff.
- D. The Public Information Officer at the Nebraska Emergency Management Agency, in a disaster situation, has the following responsibilities:
 - 1. Coordinates with and supports the Governor's Office,
 - 2. Coordinates with and supports the local government PIO,
 - 3. Releases information concerning the state's involvement and/or activities.
- E. The federal agency's PIO, when federal support is activated, will have the following responsibilities:
 - 1. Coordinates with and supports the state and local government PIOs,
 - 2. Releases information concerning the federal government's involvement and/or activities.
- F. Volunteer and private organization PIOs should coordinate with the local Public Information Officer and release information concerning their own efforts.

V. CONCEPT OF OPERATIONS

A. Coordination

- 1. The public information program requires a coordinated flow of information from all levels of government and private agencies through a central release

point to ensure that only accurate information is presented see Attachment 1. This will be accomplished through:

- a. Coordination and exchange of information between all staff, department heads, and the PIO.
 - b. Collecting, compiling, and verifying information before authorizing releases.
 - c. Releasing information to the media at briefings by the Public Information Officer or an authorized representative.
 - d. Establishing Rumor Control where citizens having questions can receive accurate and verified information. The set-up of Rumor Control must be coordinated with the Communications Officer to ensure adequate public service telephone capabilities. Telephone numbers for Rumor Control would be publicized by the media. In addition to answering questions from the public, telephone operators will pass rumor trends on to the PIO and assistance requests to the EOC.
2. Information regarding emergency shelters, feeding, and assistance programs will be disseminated throughout any emergency/disaster period.
 3. As a situation develops, public education will be increased to use all available media resources.
 4. Disaster information on radio/television and in the newspapers may be monitored to ensure the public is receiving accurate and timely information.

B. Information Dissemination

1. Media Release Center (MRC/JIC)

- a. The Media Release Center is a designated point where the PIO will conduct news briefings and conferences. Cass County Extension Office Meeting Room, 8350 144th St, Weeping Water, has been designated as the location where media briefings will be conducted.
- b. Briefings and conferences will be held at regularly scheduled intervals which will be determined at the time of the disaster.

2. Radio And Television

- a. Information requiring immediate broadcast for a local area will be released to Radio and Television Stations. A list of local radio/television /cable stations is included in attachment 2. Routine information will be given to the media through the Media Release Center briefings.

- b. Procedures for activation of the Emergency Alert System (EAS): implementation of the EAS system will be through KFAB (Nebraska EAS Operational Area 1) in accordance with the Emergency Alert System Plan.
3. Printed Materials such as newspaper releases, flyers, brochures, etc. will be prepared and/or approved by the Executive Group and distributed at the direction of the Public Information Officer.

C. Support From State Agencies

1. The Nebraska Emergency Management Agency is responsible for the collection, correlation, and dissemination of disaster-related information to appropriate state agencies and the Governor's Office. The Nebraska Emergency Management Agency will designate a Public Information Officer who will, during a State of Emergency, coordinate all state public affairs/information efforts with the Governor's Office.
2. The Nebraska Emergency Management Agency has established procedures for rapid dissemination of hazard warning and disaster-related information to local government primarily through the National Warning System (NAWAS) and to the public through the Emergency Alert System (EAS).
3. The Nebraska Emergency Management Agency will coordinate use of the state warning system to ensure that all methods of dissemination are available.
4. The Nebraska Education Television Network, in conjunction with the Nebraska Commission for the Hearing Impaired, will, by law, provide text decoding to the hearing impaired for all programming to include area and statewide disaster warnings.
5. The Nebraska Emergency Management Agency's Public Information Officer will work closely with the local government and provide assistance, particularly in preparing and disseminating information to the public concerning disaster recovery centers.
6. State agencies will support local governments by providing reports of potential and existing widespread hazardous conditions.
7. The Nebraska State Patrol, in coordination with the Department of Roads, will provide road conditions to affected agencies, the media, and the general public.
8. Subsequent to a Presidential Declaration, the Public Information Officers of all state agencies involved in disaster recovery efforts will coordinate

activities with the federal agencies involved through the PIO from the Nebraska Emergency Management Agency and the Governor's Office.

D. Support From Federal Agencies

1. The National Weather Service has the primary responsibility for issuing weather related disaster warnings to the public.
2. Under a Presidential emergency or a major disaster declaration, the Federal Emergency Management Agency's Public Information Officer will coordinate and be responsible for release of public information concerning federal assistance.

E. Support From Volunteer Agencies And Organizations

Volunteer and private organizations will be evaluating the situation and making internal determinations of the level of assistance they can provide. Each organization in coordination with state and local government will be providing public information concerning their efforts.

F. Support From Media

Oral agreements have been made with local media organizations to ensure rapid dissemination of emergency public information.

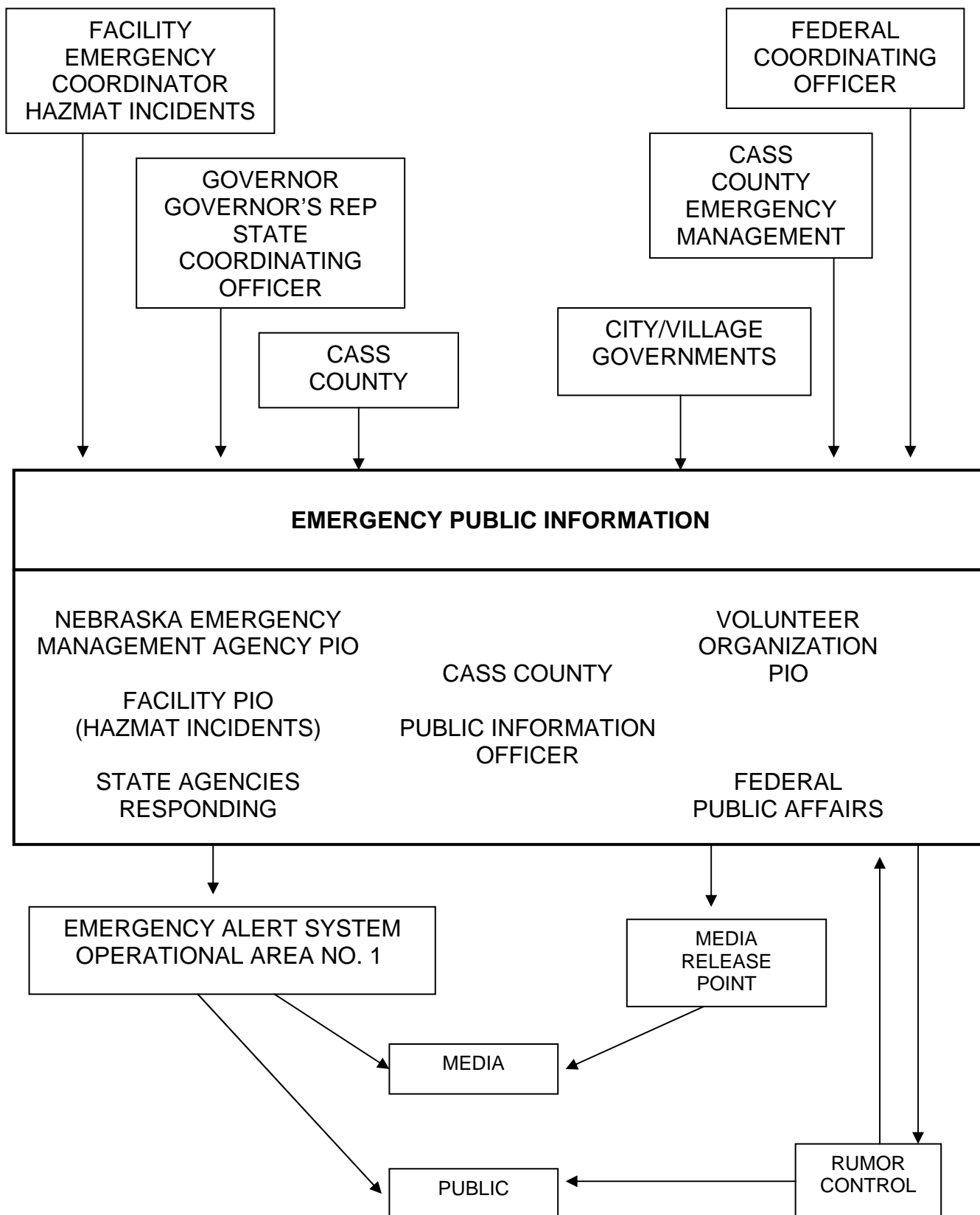
VI. ADMINISTRATION AND LOGISTICS

- A. The Public Information Officer should meet annually with local government officials, the Emergency Management Director, and media representatives to review this Annex and coordinate operating procedures.
- B. The Emergency Management Director will revise this Annex based upon the recommendations of the PIO.
- C. Every effort will be made to incorporate media involvement in exercises of this Plan.

LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
1	Information Flow Chart	D-8
2	Public Information Resources	D-9

INFORMATION FLOW



PUBLIC INFORMATION RESOURCES

RADIO

EAS PRIMARY STATION

KFAB-AM (1110) KGOR-FM (99.9)
5010 Underwood Avenue
Omaha, NE 68132

Phone: (402) 556-8000
FAX: (402) 556-8937
After Hours: (402) 556-9000

KKSC-AM(1020)
11527 S. 36 St.
Bellevue, NE 68123

Phone: (402) 827-1020
FAX: (402) 827-1029

KNCY – AM/FM
814 Central Ave
Nebraska City, NE 68410

Phone: 402-873-3348
FAX: 402-873-7882

TELEVISION

KETV
2665 Douglas Street
Omaha, NE 68131

Phone: (402) 978-8954
FAX: (402) 978-8931
After Hours: (402) 345-4737

KMTV
10714 Mockingbird Drive
Omaha, NE 68127

Phone: (402) 592-4331
FAX: (402) 592-4714
After Hours: Larry Steele
(402) 493-5188

WOWT
3501 Farnam Street
Omaha, NE 68131

Phone: (402) 346-6666
FAX: (402) 346-9249
After Hours: John Clark
(402) 331-0763

KOLN/KGIN-TV
40th and "W"
P.O. Box 30350
Lincoln, NE 68503

Phone: 1 (402) 467-4321
FAX: 1 (402) 467-9208, 9210
After Hours: Gene Young
1 (402) 467-9270

NEWSPAPERS

Weekly

Plattsmouth Journal
410 Main Street
P.O. Box 250
Plattsmouth, NE 68048

Phone: (402) 296-2141
Editor: Jeannine Wehrbein
FAX: (402) 296-3401
After Hours: Brenda Cornelias
(402) 331-1646

PRINTERS

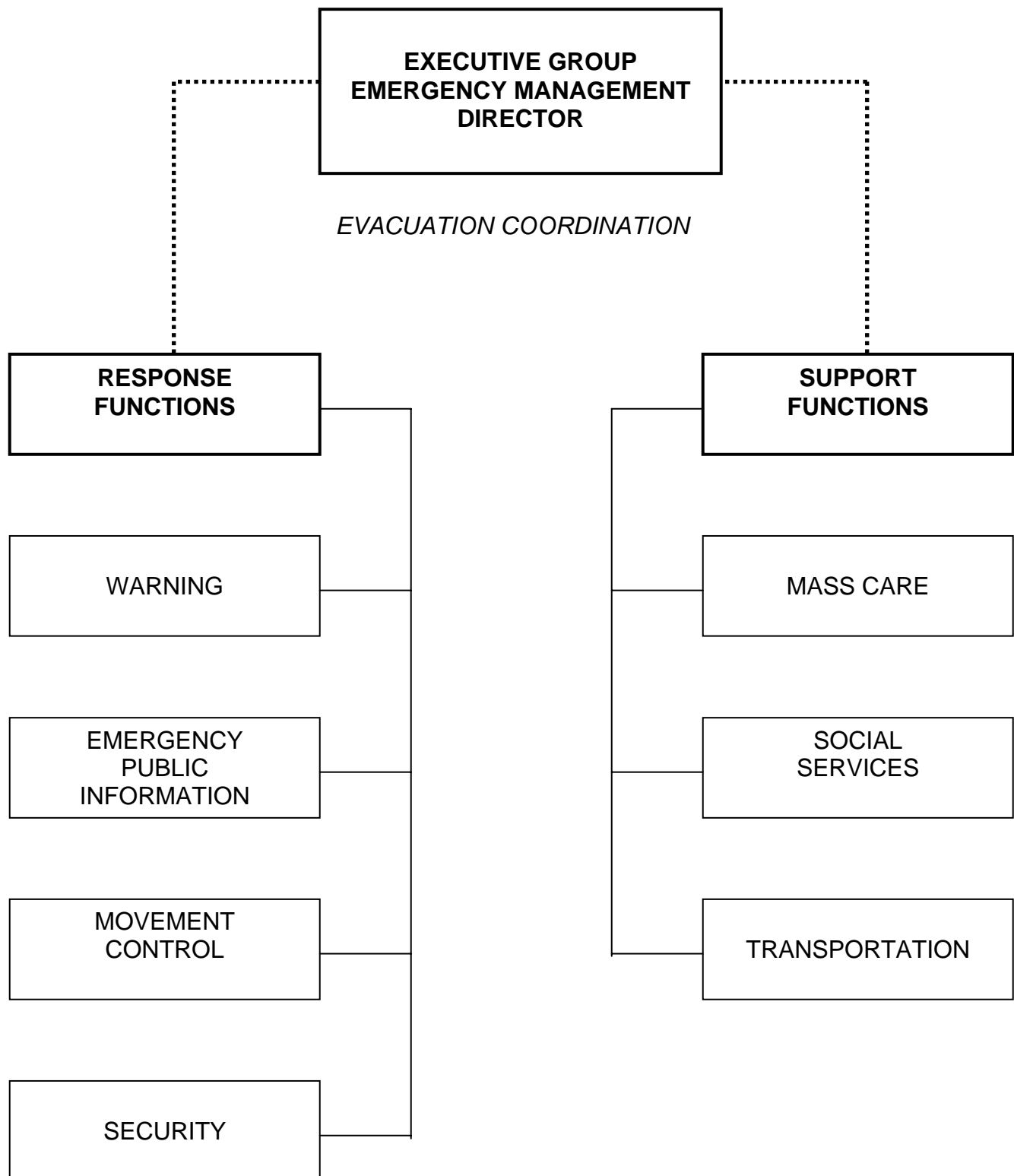
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321 Main Street
Plattsmouth, NE 68048

Phone: (402) 296-3111

EVACUATION



EVACUATION

I. PURPOSE

To provide for the timely and orderly evacuation of all or any part of Cass County when it is determined that such action is the most effective means available for protecting the population.

II. SITUATION

- A. The Cass County Hazard Analysis identifies hazards which could result in the need to evacuate. The most probable of these are floods, hazardous material spills or release.
- B. Some degree of flooding along the Missouri and Platte Rivers occurs on an almost annual basis. While much of this involves lowland agricultural flooding, damage to public property (bridges, highways, and county roads) is a primary concern. Beaver Lake community could be affected by failure of the Beaver Lake Dam and Louisville could be affected by failure of the Mill Creek Road Structure. See Appendix 1 for flooding details.
- C. Anhydrous ammonia and other hazardous materials/toxic chemicals are stored throughout the county. An incident at one of these facilities could require the evacuation of a large number of residents. Transportation accidents, including radiological, on Highways 34 or 75, Interstate 80, railroads, or river barges could affect evacuation movement.
- D. There are places where large gatherings occur. Among these are the schools in the county with a student population over 3600 students and faculty. Other facilities which could pose special evacuation problems are the four nursing homes/elderly care facilities located in the county. Mahoney State Park, Lee Simmons Wildlife Safari Park, Platte River State Park, Louisville State Lakes Recreation Area, SAC Museum, Cass County Fair in August each year, various annual Independence Day and various community festivals, ie. Limestone Days in Weeping Water and Cass County King Korn Carnival in Plattsmouth.

III. ASSUMPTIONS AND PLANNING FACTORS

- A. While some evacuations allow time for planning, the worse case assumption is that there will be little or no warning of the need to evacuate. This decision to evacuate could occur day or night.
- B. Maximum traffic congestion should be expected.

- C. There would not normally be time to obtain manpower support from outside the county. Local government resources could be severely stressed.
- D. Evacuees will have little preparation time and may require maximum support in reception centers, particularly in the areas of food, bedding, clothes, and medical supplies.
- E. Reception centers may not be fully set up to handle the evacuees.
- F. Voluntary evacuation probably will not have occurred; however, voluntary evacuation could occur after the public has been advised of a potential problem or danger, even though the situation does not warrant an official evacuation. Under this situation:
 - 1. Voluntary evacuation in excess of 50 percent of the residents of the affected area is a possibility if there is an extended danger period.
 - 2. News reports of a hazard situation may cause some voluntary evacuation.
 - 3. If evacuation is directed for a small area, then voluntary evacuation of adjacent areas should be expected.
 - 4. A large percentage of voluntary evacuees will leave because they have a place to go such as to relatives, friends, etc.
- G. Some people will refuse to evacuate.
- H. State and federal highways receive priority snow removal by the Department of Roads and may therefore be expected to be open at all times. County roads in the area are mainly graveled, and the road nets are sufficiently developed that alternate routes can be developed if temporary closures are experienced. Priority school bus routes which receive county priority clearance will also support area evacuation.

IV. ORGANIZATION/RESPONSIBILITIES

The overall responsibility for issuing evacuation orders rests with the chief elected executives of the affected political subdivisions. When there is an immediate need to protect lives and provide for public safety, the on-scene command authority can make a decision to evacuate. Key organizational requirements are:

A. Local Emergency Management Director

Responsible for advising the Executive Group on the evacuation decision, for coordinating evacuation support activities, providing for special transportation needs, and managing resources.

B. Law Enforcement Agencies

Responsible for conducting actual evacuation efforts, for designating evacuation routes, providing traffic and movement control, and establishing security of the evacuated area. If necessary, they will also assist in warning the public.

C. Fire Departments

For hazardous material and fire incidents, responsible for on-scene control and for advising executives on the evacuation decision. Also responsible for fire security in evacuated areas and assistance in warning the public.

D. Public Works Director / County Highway Superintendent / Street Superintendent

Responsible for maintenance of evacuation routes and for providing traffic control devices.

E. Public Information Officer

Responsible for dissemination of emergency information advising the public of what evacuation actions to take.

F. Heartland Chapter - American Red Cross

Responsible for coordinating mass care activities including registration, lodging, and feeding. This effort will be supported by the Salvation Army and other service organizations. Mass care operations are defined in Annex I.

G. Plattsmouth Office, State Department of Health and Human Services

Will ensure that Social Service programs are continued and supported by other area programs, such as Eastern Nebraska Office on Aging, and may assist in crisis counseling and other activities for the handicapped, infirm and elderly. Social Services actions are defined in Annex G.

H. Game and Parks Commission

Will assist evacuation efforts in state parks and recreation areas during major emergency/disaster operations, then support other law enforcement agencies.

I. Affected Facilities (Hazardous Materials Incident)

The Facility Emergency Coordinator will advise officials if the facility management recommends evacuation or in-place shelter.

V. CONCEPT OF OPERATIONS

A. Direction and Control

The Emergency Operating Center may have been activated because of the primary hazard event. Executive direction and control of the incident and any ensuing evacuation may be conducted from the EOC as outlined in Annex A. The Emergency Management Director will coordinate all evacuation support activities.

B. Evacuation Order

1. In situations where rapid evacuation is critical to the continued health and safety of the population, the on-scene command authority may order an evacuation. During floods, evacuation orders will generally be initiated after evaluation and recommendation of either the Public Works Director, the County Highway Superintendent, and/or the Emergency Management Director. Dam failure/flooding considerations are in Appendix 1 of this Annex. In the event of a radiological incident/accident, the evacuation order will be based on the recommendation of the State Health and Human Services System.
2. Evacuation will normally be ordered by the chief executive of the affected political subdivision.

C. Evacuation Decision Considerations

Evacuation may be only one of several protective action alternatives. Care must be exercised by decision makers to ensure that a directed evacuation will not place the affected population into a more dangerous situation than posed by the primary hazard. When ordering the evacuation, the following considerations should be addressed:

1. Weather conditions,
2. Evacuation routes, their capacities and susceptibilities to hazards,
3. The availability and readiness of shelters for evacuees,
4. Modes of transportation for evacuees and for those unable to provide their own,
5. The location in the evacuation area of special needs groups such as nursing homes. These may pose unique evacuation problems and the evacuation itself could be more life threatening than the initial hazard.

6. In the event of a hazardous material incident the choice needs to be made between evacuation and in-place shelter. The decision should be based on the speed, and density of the plume and the chemical substance involved.

D. Evacuation Area Definition

The definition of the area to be evacuated will be determined by those officials recommending or ordering the evacuation based on the advice of appropriate advisory agencies. In the case of hazardous materials incident/accidents, incident commanders should refer to DOT Hazardous Materials Emergency Response Guidebook, or follow the recommendation provided by CHEMTREC. In all cases, the hazard situation will be continually monitored in case changing circumstances, such as a wind shift, require redefinition of a potentially affected area. The PIO will ensure that the evacuation area is provided to the public in understandable terms.

E. Public Notification

Persons to be evacuated should be given as much warning time as possible.

1. Pre-evacuation Warning: on slow moving events, pre-evacuation notice should be given to affected residents. Residents should be advised that they may have to move out with little or no notice. Consideration should be given to early evacuation of schools and large gatherings. Hospitals and nursing homes will be kept fully advised of the situation and be given earliest possible warning because of the extra time required in evacuating health care patients.
2. Evacuation Warning: All warning modes will be utilized to direct the affected population to evacuate. Wherever possible, the warning should be given on a direct basis as well as through the media. The use of law enforcement and fire / emergency vehicles moving through the affected area with sirens and public address is usually effective. Door-to-door notification should be considered, particularly in rural areas. Residential and health care institutions will be notified directly by the EOC or on-scene authorities. Law Enforcement will sweep the evacuated area to ensure all persons have been advised and have responded. Persons who refuse to follow evacuation instructions will be left alone until all who are willing to leave have been provided for. Time permitting, further efforts may be made to persuade them to evacuate.
3. Emergency Public Information: the Public Information Officer will ensure that evacuation information is disseminated to the media in a timely manner. Instructions to the public such as traffic routes to be followed, location of temporary reception centers as well as situation updates will be issued as that information becomes available. Specific public information guidelines are contained in Annex D.

F. Movement

It is anticipated that the primary evacuation mode will be in private vehicles. Actual evacuation movement efforts will be conducted by the law enforcement agencies involved.

1. Evacuation routes will be selected by law enforcement officials at the time of the evacuation decision. Movement instructions will be part of the warning and subsequent public information releases.
2. If at all possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles. Specific traffic control points will be determined at the time based on anticipated traffic volume and identifiable problem areas.
3. Law enforcement communications will coordinate use of wrecker services needed to clear disabled vehicles.
4. Traffic control devices such as signs and barricades will be provided by Public Works Department/County Highway Department.

G. Transportation

The Emergency Management Director will determine requirements for special transportation and coordinate the use of transportation resources to support the evacuation.

1. Assembly Area: if the potential evacuated population is of significant size, there could be many people without private transportation. Convenient centralized locations in the evacuation area, such as schools or churches, will be identified as assembly areas. These locations will be announced in evacuation instructions issued by the Public Information Officer. Residents will be instructed to go to the assembly areas for transportation.
2. Special Needs Transportation: there could be cases where elderly, infirm or handicapped persons in the evacuation area will not be able to get to the assembly point or would need special type of transport. The Emergency Management Director will make provisions for the use of government or volunteer vehicles to transport these individuals. The public will be instructed to notify the Emergency Management office of any special transportation problems.
3. Health Care Transportation: the evacuation of nursing homes or the hospital pose special transportation problems. The Emergency Management Director will coordinate with the respective institution administrator to determine specific transportation needs. Rescue Squads from fire

departments within Cass County are the primary resource for medical transport.

4. Transportation Resources: buses operated by the various schools, and handi-buses operated by Eastern Nebraska Office on Aging would all be available during emergencies. The Cass County Emergency Management Director maintains a listing of all such resources. See Annex L.

H. Mass Care of Evacuees

While many evacuees will go to the homes of friends and relatives, there may be requirements for temporary mass lodging and feeding. Mass care of evacuees will be managed by the American Red Cross. Mass Care operations are covered in Annex I.

I. Health Care Facilities

Evacuations of health care facilities create special problems and may extend the time required to clear the affected area. Health care evacuation considerations are addressed in Annex G.

J. Schools

1. All schools have internal emergency evacuation plans. Schools in the effective area will be closed and, where possible, students sent home. Provisions will be made for transporting younger (elementary school) students to reception centers where they can be housed until picked up by their parents.
2. Six Public Schools have approximately 58 radio-equipped buses and 8 radio-equipped vans capable of carrying a total of 3,789 passengers. Under normal circumstances, no additional buses would be necessary.

K. Access Control

Law enforcement agencies will establish a perimeter control to provide security and protection of property. An access pass system will be established.

L. Re-entry

Reoccupation of an evacuated area requires the same considerations, coordination, and control of the items undertaken in the original evacuation. The re-entry decision and order will be made by chief executives after the threat has passed and the evacuated area has been inspected by fire, law, health, and utilities personnel for safety. Some specific re-entry considerations are:

1. Ensure that the threat which caused evacuation is over,

2. If needed, ensure that homes have been inspected to determine if they are safe to return to,
3. Determine the number of persons in shelter who will have to be transported back to their homes,
4. If homes have been damaged, determine the long term housing requirements,
5. Coordinate traffic control and movement back to the area,
6. Inform the public of proper re-entry actions, particularly cautions they should take with regard to reactivating utilities. In addition, issue proper clean-up instructions, if necessary.

M. State Support

Under disaster conditions, evacuation support and resources may be available from a number of state agencies. Assistance will generally be requested through the Nebraska Emergency Management Agency. Assistance includes manpower, transportation, supplies, and technical advice. The following agencies may become involved in the emergency evacuation of an area.

1. Department of Roads: the Department of Roads will provide updated information on road conditions, load bearing capacities and usability to support evacuation or rerouting of traffic. They will also provide equipment and manpower to maintain or repair roads and bridges to usable condition in support of an evacuation. Personnel may assist in traffic control by erecting barricades, warning lights and signs, or providing manpower.
2. Health and Human Services System: the Nebraska Health and Human Services System will make recommendations to local authorities and the Nebraska Emergency Management Agency regarding health problems within an area which may dictate that evacuation of that area is necessary. Special consideration will be given to nursing home evacuation. If an evacuation is initiated, maintenance of the health standards in reception areas will be closely monitored. The prevention of overcrowding, spread of disease, and development of unsanitary conditions/practices is a responsibility of this agency.
3. State Fire Marshal: this office may recommend that evacuation of an area be initiated because of an existing fire emergency. The State Fire Marshal may coordinate manpower from local fire departments for disaster assistance.

4. State Patrol: the State Patrol will establish control points for traffic control, assist in maintaining order, issue passes to prevent unauthorized entry into areas, obtain medical help and direct emergency vehicles to the proper destination within the disaster area.
5. National Guard: the National Guard will provide support to the civil authorities when authorized by the Governor. Any National Guard facility or area may be used as an assembly or dispersal area in support of evacuation procedures with the approval of the Nebraska National Guard on request by the Nebraska Emergency Management Agency.
6. Game and Parks Commission: the Game and Parks Commission field personnel may be able to provide information on local conditions or augment law enforcement personnel in traffic control. The Game and Parks Commission also has boats available to assist in evacuation during floods.

VI. ADMINISTRATIVE

The Cass County Emergency Management Director is responsible for annual review and update of this Annex.

LIST OF ATTACHMENTS

Appendix 1

Flood/Dam Failure Evacuation

E-11

FLOOD/DAM FAILURE EVACUATION

I. PURPOSE

To identify actions required to evacuate the population and protect facilities threatened by flood or dam failure.

II. SITUATIONA. Missouri River Basin

1. Cass County is bordered on the east by the Missouri River Basin. The flow of the Missouri River is well controlled so that flooding on the mainstream is infrequent. However, damaging floods occur periodically on some of the tributaries. Many of the escarpment areas between the plains and the valley are steep and concentrate runoff from high intensity storms onto the irrigated lands below. The distribution systems serving these lands are thus subject to damage.
2. Approximately four (4) percent of the population of the county reside within the 100-year flood plain as defined on the National Flood Insurance Maps which are located in the City and Village Clerk Offices, the Cass County Zoning Office and /or the Cass County Emergency Management Agency office in the county.

B. Platte River Basin

Cass County is bordered on the north by the Platte River. The flow of the Platte River is well controlled that flooding on the mainstem is infrequent. Approximately five (5) percent of the county population resides within the 100-year flood plain as defined on the National Flood Insurance Maps.

C. Dam Failure - General

1. Dams are designed and maintained according to the best safety practices. Dams have failed in the past. The following conditions may or could become critical, adversely affecting any dam:
 - a. Flood pools higher than previously attained,
 - b. Unexpected drop in pool level,
 - c. Pool near maximum level and rising,
 - d. Excessive rainfall,

- e. Large discharge through spillway or spillways,
 - f. Earthquake,
 - g. Erosion, landslide, seepage, settlement, cracks.
2. Under the National Dam Safety Inspection Program, a dam is classified according to loss of life and property damages which would occur downstream should the dam fail. Such a classification does not mean that the dam is considered unsafe. The following classes of dams are defined accordingly:
- a. A high hazard dam: a dam located where failure may cause loss of life, serious damage to homes, industrial and commercial buildings, important public utilities, main highways, or railroads. Dams addressed in this Appendix fit this category.
 - b. A significant hazard dam: a dam located in predominantly rural or agricultural areas where failure may damage isolated homes, main highways or minor railroads, or cause interruption of use or service of relatively important public utilities.
 - c. A low hazard dam: a dam located in rural or agricultural areas where failure may damage farm buildings, agriculture land, or township and county roads.
- D. Dams Which Could Affect Cass County
- 1. Beaver Lake Dam owned by Beaver Lake Association
 - a. Emergency Preparedness Plan: Emergency Preparedness Plan for Beaver Lake Dam, dated April 1989.
 - b. Inundation Area: Would affect the Rock Creek from Dam to the mouth. In Cass County, area affected would be slightly greater than the 100-year flood plain with the greatest affect on Rock Bluff and Bottoms which would approach 100 percent inundation. Refer to the Beaver Lake Warning and Information Plan for detailed maps.
 - 2. Multiple Purpose Structure 1989-1 (U.S. West Dam & Reservoir) owned by the Nebraska Game and Parks Commission
 - a. Emergency Preparedness Plan: Emergency Action Plan for Multiple Purpose
 - b. Structure 1989-1 (US West Dam and Reservoir), dated December 1991

c. Inundation Area: Downstream from the Dam to the Platte River

3. Mill Creek #7 Road Structure owned by the Lower Platte South Natural Resources District

Emergency Preparedness Plan: Emergency Preparedness Plan for Mill Creek #7 Road Structure, dated October 1993.

D. Potential Effect Of Dam Failure

Approximately two (2) percent of the population of Cass County could be affected by the failure of one or another of these dams.

III. RESPONSIBILITIES

- A. The National Weather Service is responsible for notifying and advising local government when conditions exist that could cause flooding.
- B. The owner/operator of each dam, as listed in Section II C, is responsible for the safe operation and maintenance of dam structures. They are also responsible for notification or alerting local jurisdictions promptly in the event of a threat situation which could affect persons downstream.
- C. Local government responsibilities are as defined elsewhere in this Plan for all hazards. In addition, the Emergency Management Director, in coordination with the County Highway Superintendent (County Flood Control Officer) is responsible for monitoring high water conditions and for coordinating warning systems. The County Highway Superintendent is primarily responsible for maintaining the flood gauge system, and along with Public Works Directors of affected communities, making recommendation on evacuation decisions. Other flooding responsibilities:
1. Local jurisdictions will provide sandbagging activity, emergency dike/levee repair, construction of temporary dikes.
 2. Local officials will monitor conditions of local dams: sandbag or effect temporary repairs, if necessary.
 3. State or County Roads Departments will inspect bridges and approaches to bridges after water subsides to determine safety of use.
- D. The Cass County Emergency Management Director is responsible for disseminating warnings concerning dam failures or emergencies to all affected

local governments, after notification by the Cass County Sheriff's Office/Communications.

IV. CONCEPT OF OPERATIONS

This section will address unique aspects of evacuation under threat of flood or dam failure.

A. Notification Of Threat

1. General flooding – Platte River and Missouri River: the potential for flooding will be closely monitored by the National Weather Service and the Nebraska Emergency Management Agency as well as other state agencies. Advisories will be passed by these agencies to the Cass County Emergency Management Director. Such information will be augmented by local monitoring of river conditions.
2. Flash flood: notification of the potential for flash flooding will be received from the National Weather Service in the form of flash flood watches or warnings.
3. Dam failure or emergency release: dam owners or operators will advise the Cass County Sheriff of potential or actual problems at their respective dams. See Section II B and appropriate Dam Emergency Plan.

B. Increased Readiness Measures

1. On receipt of a flood watch, the Cass County Emergency Management Director will ensure that flood monitoring procedures are implemented (see Annex B.)
2. On receipt of a flood warning or notification of a potential or actual emergency, the Cass County Sheriff will alert and advise the Cass County Emergency Management Agency who will alert and advise all affected communities and key facilities.
3. Preparations will be carried out for the movement of people and critical equipment from the affected areas. The Cass County Emergency Management Director will notify all support agencies and organizations.

C. Key Facilities In Inundation Areas

General Flooding (100-Year Flood Plain)

Nebraska Public Power – Plattsmouth
Nehawka City Hall / Community Center

Nehawka Fire Department
Weeping Water Fire Department
Louisville Fire Department / City Hall

E. Special Notification Procedures

In the event of an emergency with all three (3) Dams, the Cass County Sheriff will make direct contact with those residences located in potential inundation areas.

1. Beaver Lake Dam: In addition to the normal alerting and warning procedures for the general public as defined in Annex B and Annex D, in the event of an emergency with the Beaver Lake Dam, the Dam Engineer will telephone at least one downstream house in each group and the informed people will in turn, contact the other people in the same group so as to provide direct contact with those residences located in potential inundation areas.
2. U.S. West Dam & Reservoir: In addition to the normal alerting and warning procedures for the general public as defined in Annex B and Annex D, in the event of an emergency with the U.S. West Dam & Reservoir, the Dam Tender will contact the Cass County Sheriff, the Nebraska State Patrol, Nebraska Game and Parks Commission, and affected downstream individuals, businesses and organizations.
3. Mill Creek Road Structure: In addition to the normal alerting and warning procedures for the general public as defined in Annex B and Annex D, in the event of an emergency with the Mill Creek Road Structure, notification procedures defined in the Mill Creek Road Structure Plan will be followed.

F. Evacuation Decisions

The decision to evacuate any flood or inundation area will be made by the executives of affected jurisdictions based on recommendations from the Cass County Highway Superintendent and / or Public Works Directors. In the event of immediate danger, evacuation decisions may be made by on-scene command authorities.

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FIRE SERVICES

ALVO FIRE DEPARTMENT

LOUISVILLE FIRE DEPARTMENT

AVOCA FIRE DEPARTMENT

MURDOCK FIRE DEPARTMENT

CEDAR CREEK FIRE
DEPARTMENT

MURRAY FIRE DEPARTMENT

CASS COUNTY
MUTUAL
AID
ASSOCIATION

EAGLE FIRE DEPARTMENT

NEHAWKA FIRE DEPARTMENT

ELMWOOD FIRE DEPARTMENT

PLATTSMOUTH FIRE DEPARTMENT

GREENWOOD FIRE DEPARTMENT

UNION FIRE DEPARTMENT

WEeping WATER FIRE DEPARTMENT

FIRE SERVICES

I. PURPOSE

The purpose of this Annex is to provide for a coordinated response for Fire Services during, or as a result of, a natural or man-made disaster or a nuclear crisis.

II. SITUATION

- A. Cass County is vulnerable to various severe weather phenomena and failure of man-made structures which have the potential to destroy property and cause loss of life.
- B. There are major vehicular and rail transportation routes which pass through the county. Both truck and train traffic transport hazardous materials. In addition, there are a number of sites within the county for hazardous material storage. Because of this, the potential exists for both accidents and incidents involving hazardous materials.
- C. A risk analysis of fixed facilities and known transportation routes where potential release situations with possible consequences beyond the boundaries of the facility or adjacent to the transportation route was completed in conjunction with SARA Title III planning.
- D. Cass County is served by fourteen Fire Departments, eleven of which operate Rescue Squads. See Attachment 1. All Fire Departments are members of the Cass County Mutual Aid Association.
- E. There are no Private/Company Fire Brigades located in Cass County.

III. ASSUMPTIONS AND PLANNING FACTORS

- A. Existing fire personnel and equipment will be able to handle most emergency situations through their own resources or mutual aid.
- B. Clearing roads to permit passage of emergency vehicles will be a high priority responsibility of Public Works subsequent to any disaster. See Annex K.
- C. Law enforcement will handle on-scene traffic and crowd control to permit access for emergency personnel and equipment.
- D. In the event of a radiological incident/accident involving Cass County, radiological response activities of local Fire Departments will be directed by the State Health Department.

IV. ORGANIZATION/RESPONSIBILITIES

- A. The primary responsibilities of the Fire Services are: prevention and suppression of fires; rescue services; and response to hazardous material incidents.
- B. The Fire Chief of each individual jurisdiction or fire district is responsible for the coordination, planning, training, and development of Fire Department operational policy for the jurisdiction including:
 - 1. Fire Fighting,
 - 2. Coordination of Fire Services during a natural disaster,
 - 3. Acting in his role as Fire Chief, coordinate with the Community Emergency Coordinator (CEC), other governmental response authorities and Facility Emergency Coordinators in the event of a hazardous material incident.
- C. During emergency operations, the Fire Chief(s) of the affected jurisdiction(s), or a designated representative, will serve as a member of the EOC staff.
- D. In the event of a situation which affects more than one of the Fire Departments in the county and a central Emergency Operations Center is activated each department will select a member to represent their district on the EOC Staff. This representative will:
 - 1. Coordinate data regarding requirements (i.e., personnel, equipment, supplies, reporting requirements, etc.) of the Fire Departments.
 - 2. Act as a liaison between Fire Departments and the local government and other agencies/organizations.
 - 3. Report general activities and status of Fire Services at EOC briefings.
- E. Overall Fire Service Responsibilities are:
 - 1. Fire Chief
 - a. Develop standard operating procedures and/or incident command system and policies of his/her department.
 - b. Coordinate and direct volunteers assisting the Fire Department.
 - c. Maintain current file of information submitted under Title III to include:

- 1) List of reporting facilities and the Facility Emergency Coordinators (FEC).
- 2) Material Safety Data Sheets (MSDS), Inventory lists or Tier II reports.
- d. Preplan response to facilities where hazardous materials are produced, used, or stored.
- e. Coordinate fire inspections for homes or commercial buildings during or after a disaster to ascertain if the facility is safe for occupancy.

2. Senior Fire Officer

- a. Direct the level of response, request mutual aid or other assistance, and make all decisions concerning the Fire Department's actions and policies during emergency operations.
- b. Direct search and rescue operations.
- c. Request the Medical Coordinator in the event of a Multiple Casualty Incident (MCI) if required. See Annex G.
- d. Authorize Fire Department personnel and equipment to respond to mutual aid requests.

F. Lines of Succession

Each Fire Department's line of succession is as follows

1. Fire Chief,
2. Assistant Fire Chief/Captain(s),
3. Senior Fire Officer on duty.

V. CONCEPT OF OPERATIONS

A. Mutual Aid

1. The Senior Fire Officer will request mutual aid when the emergency extends beyond the capabilities of the local Fire Department.
2. When an emergency extends beyond the capabilities of mutual aid resources, the Senior Fire Officer will:

- a. Notify the Cass County Emergency Management Director to coordinate additional support.
- b. Request assistance from state and/or other agencies/organizations required at the scene.

B. Hazardous Materials

Specific policies, responsibilities, and operational procedures for hazardous material response are contained in Appendix 1 to this Annex. Radiological incidents are further addressed in Annex L. The following general guidelines apply for hazardous material response

1. The local Fire Department is responsible for initial response, and, if possible, containment of hazardous material incidents. The incident commander will coordinate with law enforcement regarding
 - a. Defining hazard area,
 - b. Limiting access requirements,
 - c. Providing advice on hazards involved and making recommendations to local executives.
2. Direct advisory or technical support will be requested through the Communications Center.
 - a. Accidents involving chemicals
 - 1) Chemtrec (1-800-424-9300),
 - 2) State Fire Marshal's Office,
 - 3) Nebraska Department of Environmental Quality,
 - b. Accidents involving radioactive materials
 - 1) Immediate notification to the Nebraska Department of Health, is required. See Annex L. Once they have been notified, it is their responsibility to determine what radiation control actions are necessary to protect the public.
 - 2) Each Fire Chief will ensure that personnel are selected and trained in both radiological monitoring equipment operation and agency emergency response procedures before responding to a radiological incident.

- 3) In addition, all major hazardous material incidents will be reported to the Cass County Emergency Management Director for coordinating additional support and for notification of/reporting to appropriate state agencies.

C. Searches

1. The Senior Fire Officer of the jurisdiction will coordinate all searches involving
 - a. Fires,
 - b. Personal injuries.
2. Law enforcement officials are responsible for searches involving
 - a. Lost or missing persons,
 - b. Fugitives,
 - c. Bomb scares.
3. The State Department of Aeronautics is responsible for all searches involving missing or downed aircraft other than military.
4. When a search extends beyond the capabilities of the coordinating agency, the Cass County Emergency Management Director will be notified to coordinate additional requirements.
5. Additional resources (personnel, equipment, supplies) may be available through
 - a. Mutual Aid,
 - b. Local, state, and/or federal agencies,
 - c. Volunteer organizations.

D. Rescue

Rescue operations are usually performed by the Fire Department. Annex G has a detailed description of emergency medical operations. Each jurisdiction is responsible for providing rescue, emergency treatment, and transportation for the seriously ill or injured. This is accomplished through:

1. The local Fire Department's or Jurisdiction's Rescue Unit. See Annex G, Attachment 2, for EMS resources.

2. An adjacent Jurisdiction's Rescue Unit when the local Fire Department does not operate a Rescue Unit or when the Rescue Unit is unavailable. Fire Departments have signed agreements outlining Rescue Unit's jurisdictions and mutual aid agreements.
3. The Rescue Units of the individual Jurisdictions have the capability to provide basic life support only. Life Net, Star Care V, Bellevue FD, Omaha FD, Lincoln FD, or Papillion FD will have to be called if Advance Life Support Service is required.

E. Resources

1. The State Fire Marshal has certain fire response and investigative responsibilities as set forth in State Statutes. In addition, the Fire Marshal will support operations to the fullest extent possible and would normally be contacted as early as possible in major fire, explosion, or hazardous material incidents or accidents.
2. Agencies available to support Fire Services along with contact information are listed in the Cass County Mutual Aid Association Resource Directory and the Cass County Emergency Management Resource Lists.

F. Support To Other Agencies

The Senior Fire Officer has the authority to utilize the Fire Department personnel and equipment to support other agencies or organizations during an emergency/disaster, dependent on the current situation and resources available. Areas of possible support include:

1. Law Enforcement: traffic and crowd control.
2. Health and Medical: first aid stations, public health (i.e., collecting water samples, etc.), and transportation to assist a medical facility during evacuation.
3. Radiological Protection: radiological monitoring and decontamination.
4. Public Works: debris clearance.

G. Extended Operations

1. All fire and rescue personnel in Cass County may go on full time status with twelve (12) hour shifts. An exception will be individuals who are considered by the Executive Group to be key personnel in other areas.
2. Mutual aid information may be coordinated through the EOC.

3. The fire districts within Cass County will maintain their normal jurisdictional responsibilities.

VI. ADMINISTRATIVE AND LOGISTICS

A. Administration

Normal administrative records of utilization of personnel, equipment, and materials will be maintained by individual Fire Departments. Accurate record keeping will identify specific needs in the event of a major disaster which can readily be provided to the Resources Coordinator. See Annex L.

B. Reports

Each Fire Chief will prepare and submit reports required by Statutes of the State of Nebraska and as requested by other state agencies.

C. Training

1. In addition to the prescribed training required by Fire Departments for normal operations, fire personnel should be trained in
 - a. Radiological monitoring/decontamination - every two years,
 - b. Hazardous materials response to the level determined by their employer in compliance with OSHA and EPA regulations. It is critical that responders never perform a function for which they are not adequately trained and equipped.
 - c. Traffic and crowd control.
 - d. Emergency first aid.
2. Intra-agency action will be taken to inform other emergency support agencies of the physical hazards associated with fire emergencies.

D. General

Some of the information contained in this Annex may also be found in the publication Cass County Mutual Aid Association, 1994 Resource Directory and supporting documents. Additional detailed information specifically pertaining to the Mutual Aid Association is contained in these publications and has not been duplicated in this Plan.

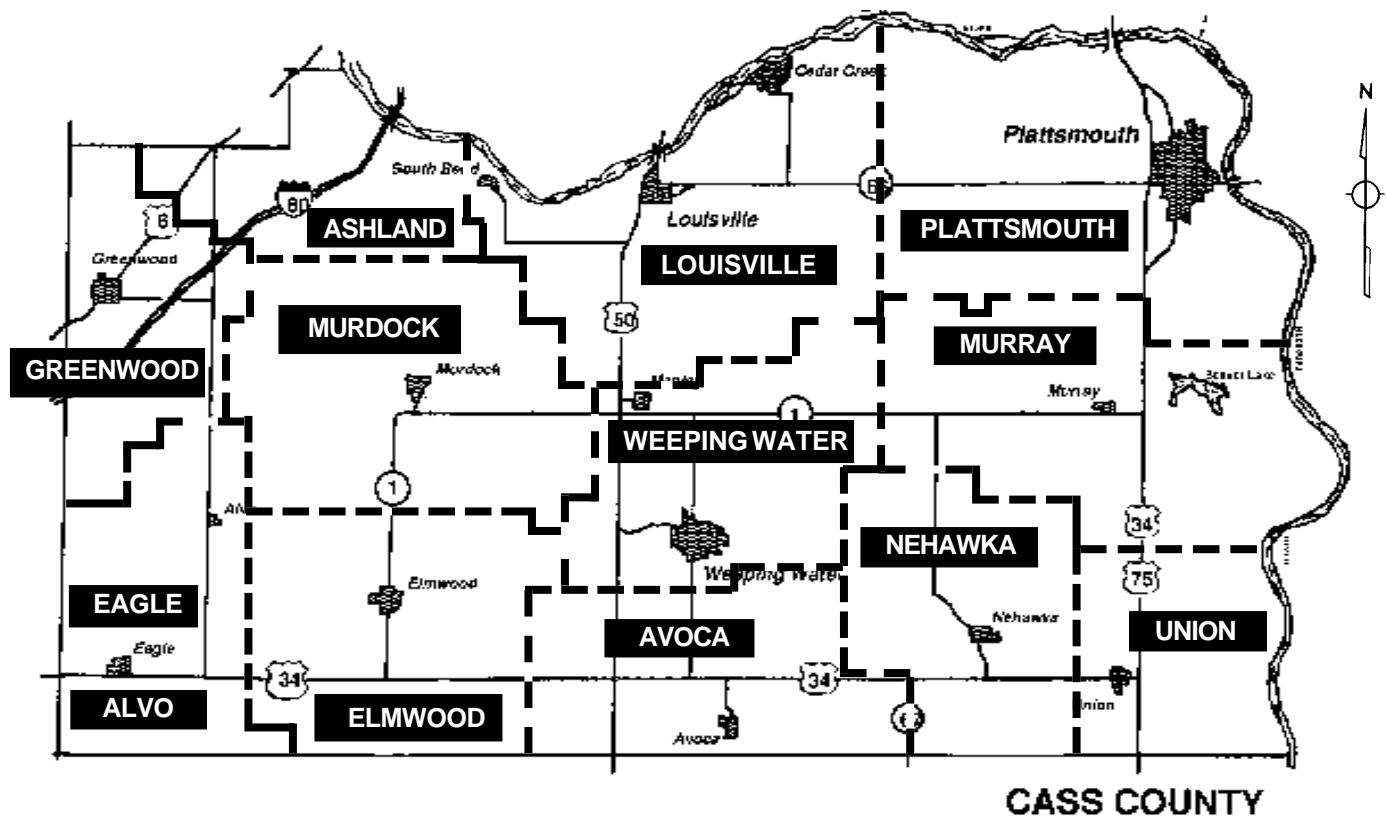
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SUMMARY OF FIRE RESOURCES WITHIN CASS COUNTY

Fire Department	Phone Number	Aerial	Pumpers	Tankers	Pumper/Tankers	Grass/Weed Trucks	Utility Truck	Air Cascade	Jaws	Rescue
Alvo	911			1		1				2
Avoca	911, 275-3245		2	1		1		X		1
Cedar Creek	911		1	1		1				
Eagle	911, 781-2745		1	1		1	1		X	2
Elmwood	911, 994-3000		2	2		1				2
Greenwood	911, 789-3360		1	1			1		X	1
Louisville	234-3295		2	2		1	1	X	X	2
Manley (WWRFD)			1	1						
Murdock	867-3000		2	2		1	1	X		
Murray	911		2	1		1		X		2
Nehawka	911, 227-3000		1	2						1
Plattsmouth	911, 296-6041	1	3	1		1	1	X	X	3
Union	911		2	3		1				2
Weeping Water	911, 267-7630		2	1		1	2		X	2

CASS COUNTY



Fire Districts

CASS COUNTY MUTUAL AID ASSOCIATION AGREEMENT

For the purpose of better insuring the safety of the lives and property of our citizens from fire loss, medical emergencies, and natural and man-made disasters, these public safety agencies, communities and rural fire protection districts of Cass County, Nebraska, namely: Alvo, Ashland, Avoca, Cass County Emergency Management Agency, Cass County Sheriff's Department, Cedar Creek, Eagle, Elmwood, Greenwood, Louisville, Manley, Murdock, Murray, Nehawka, Plattsmouth, Union, and Weeping Water, which shall be known as the Cass County Mutual Aid Association, pledge our mutual cooperation in fighting fires and any other emergencies which assume or threaten to assume proportions beyond the capacity of the defensive capabilities of any member agency, individual town or rural fire protection district, or of any community or mutual aid association adjoining Cass County from which a request has been made: to this purpose we pledge our assistance to each other in the use of fire apparatus, emergency medical apparatus, personnel, officials, fire or other equipment, and any other items required to control the fire or emergency-whatever may be its' cause.

This Association shall be governed by an Executive Board appointed by the member agencies of the Association as provided by the Constitution and By-Laws of the Cass County Mutual Aid Association. It shall be understood that each member agency of the Association shall retain control of its own personnel and equipment and that the chief officer or his designated representative of the local agency requesting mutual aid shall be the officer in charge of the entire task force for the duration of the emergency requiring the use of mutual aid. Each member of the Association shall be responsible for its own expenses.

This agreement shall remain in effect as to all of the parties until terminated by any of the parties hereto upon thirty (30) days written notice setting forth the date of such termination; withdrawal from this agreement by on party shall not terminate this agreement among the remaining parties.

In earnest of our intention to extend our full cooperation, we affix the signatures of our chief executive official, the president of the rural fire protection district board of directors, and the chief officer of each member agency in accordance with the authority vested in Nebraska State Statute 23-2204, R.R. S. 1943, Interlocal Cooperation Act.

HAZARDOUS MATERIALS RESPONSE

I. PURPOSE

To identify actions required to minimize damage to human health, natural systems and property caused by the actual or potential spill or release of hazardous materials, including a radioactive material incident/accident.

II. SITUATION

- A. Substances, which if released in an uncontrolled manner (i.e. spill), can be harmful to people, animals, property, and/or the environment. A hazardous material is any substance or combination of substances which because of quantity, concentration, physical, chemical, or infectious characteristics may pose substantial immediate or potential hazards to humans or the environment.
- B. Cass County is vulnerable to various hazardous materials. Agricultural and industrial chemicals, explosive and combustible materials are stored in and transported throughout the county regularly.
 - 1. There are facilities within the county with the potential of a release beyond the boundaries of the facility.
 - a. Some facilities store extremely hazardous material over Title III threshold levels. See Attachment 1 for listing of facilities.
 - b. Some facilities produce, use or store hazardous materials that are not required to be reported under Title III. See Attachment 1.
 - 2. Hazardous materials, including radiological materials, transported on Highways 34, 1, 6, 66, S-13B, 50, S-13E, S 13-K, 75 and I-80, rail, river barge, pipelines, or plane could be involved in an accident causing a spill or the potential for a spill. See Attachment 2 for location of routes.
 - 3. There are several areas particularly vulnerable to hazardous material spills.
 - a. Locations may contribute to additional risk because of their proximity to facilities with hazardous materials. See Attachment 1 for these locations.
 - b. Special population, such as schools, hospitals, or nursing homes, are subject to additional risk due to their proximity to facilities with hazardous substances. See Attachment 1.

4. Some areas of Cass County because of sensitive environment, land use patterns or water supplies are particularly vulnerable. See Attachment 1.
 5. Weather and time variables, like time of day and month of year, may impact on the response to a HazMat incident.
- C. OSHA and EPA regulations define levels of training required for response to a hazardous materials incident. The level of training for each person who may respond to an incident must be certified by his/her employer. Responders will not perform any function they are not trained and equipped to execute.
1. There are no HazMat Response Teams in Cass County, trained and equipped to respond to a hazardous material spill.
 2. The Fire Departments have response vehicles equipped with some of the following special resources: self-contained breathing apparatus, firefighter protective clothing, binoculars, foam/agents, foam application equipment, sorbents, communications, radiological monitoring equipment, dry chemical extinguishers and are trained to handle some but not all hazardous materials incidents.
 3. Facilities that use and store hazardous materials may have response equipment.
- D. There are many different ways an individual can be exposed to radioactive materials. In Cass County, highways and railroads are used for receiving and/or transporting these materials. Any peacetime radiological incident would probably be the result of a transportation accident.

III. ASSUMPTIONS

- A. The fire department or law enforcement agency responding to an accident scene will usually be the first to discover the presence of hazardous materials either spilling or with the potential to spill. These personnel usually have had some training in handling this type of incident
- B. It is imperative that the hazardous material involved in the incident be identified as early as possible for the safety not only of the general populace, but for the first responders as well. Knowledge of the agent involved will determine the specific response required.
- C. This plan considers any incident/accident involving radioactive materials that could have an impact on Cass County. The most likely scenario would be a transportation accident. It is unlikely that the shipping container would rupture due to the impact; however, attendant with each vehicle accident is the distinct possibility of fire or explosion. These could either melt the protective lead

containers or create rupture allowing a release of the radioactive materials. In the early stages of this type incident/accident, local capabilities are usually stressed because assistance from persons with special radiological knowledge and expertise may not be immediately available.

- D. In the event of a radiological incident/accident, response personnel will notify the Nebraska State Patrol in Lincoln (402) 471-4545. The first responder calling the State Patrol should gather as much of the information from Attachment 3 as possible prior to placing the call.

IV. RESPONSIBILITIES

A. The Fire Department is responsible for:

1. Coordination with the Facility Emergency Coordinator on response to hazardous substances in the facility.
2. Initial response and containment, if possible.
3. Coordination and the establishment of a command post at the scene.
4. Assuring that first responders receive sufficient direction to be able to handle the situation properly.
5. Planning for possible in-place-shelter or evacuation of buildings or areas involved.
6. Coordination with law enforcement defining the hazard area.
7. Notifying Cass County Emergency Management Agency / LEPC through Cass County 911 / Communications.
8. Request State Emergency Response Team (SERT) through the Nebraska State Patrol, if necessary,
9. Initiating notification of support agencies including hospitals that may receive potentially contaminated patients.
10. Ensuring that a hazardous material training program is conducted for all department personnel.

B. Law Enforcement Agencies are responsible for:

1. Providing security for the hazard area.
2. Traffic and crowd control.

3. Evacuation movement.
4. Training their personnel.

C. Cass County Emergency Management Agency is responsible for:

The Cass County Emergency Management Agency Director or his/her designated representative serves as the Community Emergency Coordinator (CEC) for hazardous materials incidents as defined in the Superfund Amendment and as detailed in the Cass County LEPC Bylaws, Rev. 20 April 1999. As CEC, Cass County Emergency Management Director:

1. Receives notification from facilities that an accidental release of an extremely hazardous substance has occurred.
2. Makes determination to implement those portions of the plan relating to hazardous material incident response, as necessary.
3. Provides notification to the Local Emergency Planning Committee and the public that the plan has been activated.
4. Notification of support agencies.
5. Coordination with charitable and volunteer organizations that may provide assistance.
6. Coordination with state and federal agencies that may have a disaster response role.
7. Coordination in notifying the public of evacuation areas or other health and protective measures.
8. Ensuring that an appropriate training program is developed and conducted which will provide the unique skills and capabilities required for radiological operations within the various departments of government. Emergency response agencies such as law enforcement, fire, and rescue services are considered primary responders to a radiological incident.

D. Radiological Officer (RO)

1. Cass County has an assigned and trained Radiological Officer (RO) who has the responsibility to perform all required operations
2. The RO works with the Cass County Emergency Management Director, the Nebraska Emergency Management Agency, and the Nebraska Health and Human Services System to develop and maintain a radiological program in

the jurisdiction. The RO will be involved in recruiting and training Radiological Monitors.

3. The RO should operate from the designated EOC, direct the radiological staff activities, assess the community radiological situation and make technical recommendations to the Emergency Management Director or the elected officials of the affected jurisdiction.
4. Local government agencies may be responsible for decontamination of their equipment and vehicles.

E. State Agencies

1. Nebraska Emergency Management Agency: coordinate state agency response and provide assistance and support as determined by the situation.
2. The Nebraska Department of Environmental Quality (NDEQ)
 - a. Provide technical assistance for determining areas likely to be affected by an on-going release.
 - b. Providing technical assistance relevant to the containment and cleanup of hazardous materials incidents. They are also responsible for warning downstream water users, where applicable.
 - c. Approve clean-up plan and notify the responsible person when satisfactory clean-up is achieved.
 - d. Give prior approval to all disposal actions.
 - e. May require a report, following the clean-up, from the responsible person describing all aspects of the incident including cause of the release, monitoring requirements (long and short term), clean-up and disposal methods, and steps to prevent a similar occurrence. If the clean-up is to be long-term, the Department may require interim status reports.
 - f. NDEQ is the main point of contact with the Regional Response Team (RRT), for requesting assistance, resources and coordination with Federal Agencies for response, clean-up and recovery actions.
3. The State Department of Health and Human Services System (HHSS)
 - a. The Department of Health and Human Services Regulation and Licensure (HHS-R&L), under the authority of R.R.S. 71-3513, has responsibility to issue regulations and require actions to be taken to meet any radiological emergency. Once notified of an accident/incident involving radioactive materials, HHS-R&L is responsible for health

hazard assessment and controlling/directing all safety, containment, decontamination, and clean-up actions.

b. Notify the public of the potential health effects of a HazMat incident.

4. The State Fire Marshal: supports the local fire department's response in all working fires and hazardous materials incidents.

F. Federal Government

1. U.S. Nuclear Regulatory Commission (USNRC)

- a. Coordinates the overall federal technical response to a radiological emergency.
- b. Provides technical advice to state or local agencies.
- c. Assesses the nature and extent of the radiological emergency and the potential consequences to the health and safety of the public.

2. Environmental Protection Agency (EPA)

- a. Emergency planning and response branch provides technical assistance in hazardous material spills under the National Contingency Plan.
- b. Establishes radiological protective action guides (PAGs) and recommends appropriate protective measures.
- c. During emergency operations provides personnel, equipment, and laboratory support to assist DOE in monitoring activities.
- d. Assumes the responsibility from the Department Of Energy for the intermediate and long-term monitoring function.
- e. Can provide resources through the Regional Response Team (RRT). The RRT can be activated through the NDEQ.
- f. Office of Water and Hazardous Materials provides assistance with pesticide incidents.
- g. Section 123 of SARA authorizes EPA to reimburse local governments, who qualify, for expenses incurred in carrying out temporary emergency measures in response to hazardous substance threats. Reimbursement is available only to local governments. To be eligible for these funds, EPA must be notified within 24 hours of the incident by calling the National Response Center at 1-800-424-8802. An application package may be obtained by calling the Superfund Hotline 1-800-424-9346.

3. Department of Energy (DOE) during federal support operations will provide the personnel, on-scene technical director, and equipment for radiological monitoring and assessment activities.
4. Department of Transportation (DOT): under Public Law 93-633, Section 109 (d) (2), the DOT is required to provide information and advice in transportation emergencies involving hazardous materials. The DOT will also investigate transportation accidents and inspect for violations under their authority.
5. National Response Center (NRC): receives and relays notices of releases to the appropriate On-scene Commander (OSC), disseminates OSC and RRT reports to the National Response Team (NRT), and provides facilities for the NRT to use in coordinating a national response action.

G. Industry

1. Owner or Operator
 - a. The owner is required to notify the State Department of Environmental Quality upon discovery of a release of certain hazardous materials.
 - b. The owner or operator will designate a Facility Emergency Coordinator who will participate in the planning process and who will notify the Community Emergency Coordinator for the Local Emergency Planning Committee, the State Emergency Response Commission (SERC) of any state likely to be affected by the release, the National Response Center (NRC), and any other persons to whom the facility is to give notification.
 - c. The Facility Emergency Coordinator will make available to the Community Emergency Coordinator any information needed for implementing this emergency plan including advise on response, evacuation and in-place shelter options.
2. Shipper: under the regulations of the U.S. Department of Transportation (DOT) and the Nuclear Regulatory Commission, the shipper of hazardous materials is responsible for complying with all applicable regulations in packaging, labeling, marking, and otherwise preparing any goods for transport by carrier. The shipper must certify on the shipping papers that applicable regulatory requirements have been met. DOT regulations also require him to inform the carrier of any special precautions that must be taken in the transport of his goods. If called in case of an accident, the shipper is also required to provide whatever details about his shipment that are necessary and helpful. The shipper may wish to offer assistance in confining and cleaning up any accident involving his shipment. The shipper must also provide a list of 24-hour telephone contacts of persons familiar with the technical details of the shipment.

3. Carrier: the carrier is responsible for handling, stowing, storing shipments, and placarding vehicles in accordance with DOT regulations and exercising due care in transporting the shipment to the consignee. In the event of an accident, the carrier is responsible for initial actions to include notification of appropriate governments, the shipper, DOT, and possibly the Department of Energy (DOE). The carrier also has the basic responsibility for containing or confining any threat associated with the cargo in his possession, whether or not radioactive materials or other hazardous materials are involved. During recovery, the carrier also has the basic responsibility to see that the cleanup/decontamination is completed.
4. Licensees: users/custodians of radioactive materials are authorized by the license authority of the NRC. Licensees operating within the states generally fall into one or two categories. They either must comply with the Nebraska Radiation Control Act (RRS 71-3501 to 71-3519) or they must be covered by an appropriate reciprocal procedure. Radioactive materials licensees are engaged in medical, industrial, or construction activities at fixed locations and/or temporary job sites. In the event of a radiological incident, licensees must respond as required by HHS-R&L regulations. Licensees may assume the responsibilities of shipper when radioactive materials under their control must be transported by a carrier.

V. CONCEPT OF OPERATIONS

Most operations would be conducted as defined elsewhere throughout this Plan. This Appendix addresses only those unique aspects of hazardous materials incidents.

A. Notification

1. When a hazardous materials incident is identified, the first responders will notify local authorities and executives of the incident.
 - a. In the event of a fixed site incident, the facility will use the normal emergency notification system to notify the Cass County Emergency Management Agency Director or designated representative, who has been designated as the Community Emergency Coordinator. The Cass County Emergency Management Agency Director shall make determinations necessary to implement the plan. See Attachment 4.
 - b. In the event of a transportation spill, the notification will be satisfied by dialing 911 or the operator if 911 is not available.
2. The owners/shippers of the materials should be notified to request information on the properties of the hazardous materials involved.

3. The appropriate State Agencies should be advised of the situation using the Hazardous Material Incident Report Form, Attachment 3, to ensure that all necessary information is gathered and reported and request assistance if the situation is beyond local and/or mutual aid capabilities.
4. When the incident is identified as having a radiological material involved and the rescue of injured personnel has been completed and an initial safety perimeter established, all other activities will be accomplished under the direction of HHS-R&L. That agency will be notified via Nebraska State Patrol Communications as soon as possible after the initiation of the hazardous event.
5. Nuclear Power Plant Incident/Accident
 - a. In the event of an accident at the Fort Calhoun Nuclear Station or the Cooper Nuclear Station that could affect the food chain or water supplies in Cass County, the county will be notified by the Nebraska Emergency Management Agency. The objective of emergency operations would be to minimize radiological exposure to the public through the food chain and would be coordinated by the State Emergency Board.
 - b. Operations in the Ingestion Emergency Planning Zone (EPZ) are quite likely to be highly technical and could involve complex investigations in production agriculture and in related agri-business areas. Where municipal and other supplies are concerned, considerable engineering expertise could be required. Therefore, Ingestion EPZ operations are extensively covered in the State Radiological Emergency Response Plan (RERP) and in appropriate federal plans.
6. The Cass County Emergency Management Director will alert volunteer and charitable organizations that may provide assistance to evacuees.

B. Initial Response

1. The incident commander, upon determination that a release of a hazardous substances has occurred, or is likely to occur, will identify the area to be isolated by a controlled perimeter, the area of population likely to be affected by such release, and report this information to the dispatch center to relay to other responding agencies.
2. Determine the nature of the material from either the placard, label, or shipping papers from the shipper/owner.
 - a. In the case of a transportation accident, approach to a safe distance and do the initial survey of the scene with binoculars looking for placards or signs of leaking or spilled contents.

- b. In the case of an aerial applicator accident, use the same caution and do not enter the field until the chemical is identified.
3. Contact CHEMTREC (1-800-424-9300) for information to determine the most effective handling of the incident.
4. Identify, evaluate, and assess the problem and its potential. Consider that some effects of the incident may not be noticeable for some time.
5. The State Emergency Response Team (SERT) may be requested through the Nebraska State Patrol to aid the responding units. NSP will dispatch the closest members of the team to the scene to provide guidance and technical assistance to the Incident Commander.

C. Emergency Public Information

It is important to provide accurate information to the public so they know what to do immediately to protect themselves.

1. The Public Information Officer will coordinate the dissemination of information concerning the incident with the Chief Executive Officer and Cass County Emergency Management Director as defined in Annex D.
2. Because information will be needed quickly, radio and television are the best media to release data on health hazards, precautions for personal protection, and evacuation routes away from the hazard area. Radio and TV stations commonly used in Cass County are listed in Annex D, Attachment 1.

D. Evacuation / In-place-shelter

1. The on-scene commander will make the decision to shelter in-place or evacuate the hazard area based on the recommendations of CHEMTREC, the DOT Emergency Response Guidebook, the manufacturer, and/or state or federal agency advisors. Policy and procedures defined in Annex E for evacuation and Annex J for In-place-shelter will be followed.
2. Movement, reception, and care of evacuees will be as defined in Annex H and I.

E. Containment and Cleanup

1. Determine what can be done, based on training and equipment available, to remove the threat, i.e., contain and/or counteract, decontaminate, or remove, etc. Remember, by law it is the spiller's responsibility to contain or confine any threat associated with the cargo in their possession.

2. Cleanup and disposal should be accomplished by the responsible party as specified by publications and agencies depending on the material involved.
3. The manufacturer is a source of advice and information for a chemical decontamination team.
4. The Regional Response Team (RRT), composed of representatives of Federal Agencies may be convened by the Federal On-Scene Coordinator to provide advise or recommendations during a response to a major hazardous materials incident.

F. Health and Safety

Federal law requires the presence of a Safety Officer on every hazardous materials site. The Safety Officer will:

1. Determine the types of respiratory or other protective equipment required for workers.
2. Treat victims if accurate diagnosis can be obtained. Some effects may not be noticeable for some time. Information should be obtained to identify all persons at the scene even if no immediate medical problems appear.
3. Get emergency medical information and other pertinent information from CHEMTREC (800-424-9300).
4. Notify local supporting hospitals of the hazardous substance's identity and the number of persons affected.
5. Have standby medical personnel ready to provide service to those working on the material. Provide medical checkup for all who have been exposed.
6. Every precaution should be taken to minimize exposure of emergency workers to radiation. Dosimeters are included in all monitoring sets issued to emergency response personnel. Once the presence of radioactive material is detected, the on-scene commander will ensure that personnel wear dosimeters and/or TLD's (if available). The Cass County Radiological officer will ensure that sufficient dosimeters/TLD's are charged and available at the scene and that records of exposure times and readings are initiated. Lifesaving rescue and emergency care will not be delayed in order to obtain precise measurements of radiation exposure levels or to distribute radiological equipment.
 - a. Radiation exposure to emergency workers will be kept as low as reasonably achievable. Guidelines recommend maximum accumulation of not more than 1 REM in general emergency situation or 25 REM to save a life.

- b. Air breathing apparatus should be utilized if there is a gaseous or particulate release of radioactive material. If in doubt, the equipment should be used.

G. Security

The defined hazard area will be isolated and cordoned, permitting only lifesaving and response operations, if the responders are properly trained and equipped.

H. Explosive Handling

Only trained specialists should attempt to remove or defuse an explosive device when found.

1. Police, key officials, and the State Patrol Office will be notified immediately. Other agencies that might be notified depending on the circumstances are the State Fire Marshal and the Nebraska Emergency Management Agency.
2. If it is a military device, notify the nearest military installation.
3. If terrorist activity is suspected use the procedures outlined in Appendix 1 to Annex H.

VI. TRAINING AND EXERCISE

A. Training

1. In addition to the training required for normal operations, fire, law enforcement and medical personnel should be trained to respond to a hazardous material incident to the level determined by their employer in accordance with OSHA and EPA regulations.
2. Radiological Officers and all Radiological Monitors will receive initial radiological training. This training should specifically relate to their area of individual responsibility.

B. Exercise

An exercise involving response to a hazardous material incident should be conducted annually.

THIS ATTACHMENT IS ON FILE WITH
LOCAL EMERGENCY MANAGEMENT
AND THE
NEBRASKA EMERGENCY MANAGEMENT AGENCY

HAZARDOUS MATERIAL INCIDENT REPORT

Anyone giving or receiving a report of an incident should obtain as much of the following information as possible.

* Time Report _____ a.m./p.m. * Date _____

* NAME OF PERSON CALLING _____

* REPRESENTING _____ TITLE OR POSITION _____

* TELEPHONE NUMBER WHERE PERSON CALLING MAY BE REACHED _____

* LOCATION OF INCIDENT:

* City _____ * County _____

* Exact location of area involved: _____

* HAZARDOUS MATERIAL INVOLVED:

* Chemical name: _____

* Quantity spilled/released (if known): _____

* Physical form (e.g., liquid, solid, or gas): _____

* Duration of release: _____

* Media into which the release occurred (e.g. land, air): _____

* Manufacturer: _____

* Measurements from radiation detection instruments: _____

DESCRIPTION OF INCIDENT:

A. Time and date of incident: _____ a.m./p.m. ____/____/20____

B. Weather conditions (wind, atmospheric conditions, etc.) _____

C. Current status of incident:

1. Is the incident area secured? _____

2. Was there an explosion? _____ Fire? _____

3. Are there people injured? _____

4. Advise regarding necessary medical attention? (if known) _____

5. Precautions to take as a result of the release (if known) _____

D. Report taken by: _____ Agency _____

*Information that must be obtained for Federal Reporting Requirements

HAZARDOUS MATERIALS INCIDENT NOTIFICATION**INCIDENT OCCURS****I. Spill or release from a fix facility.**

Responsibility of facility owner/operator to notify;

1. Local response organizations by dialing 911 or appropriate number,
2. Nebraska Department of Environmental Quality (NDEQ) (Monday through Friday 0800 – 1700, (402) 471-2186, after-hours, weekends, and holidays), Nebraska State Patrol, (402) 471-4545,
3. National Response Center (NRC) hot line (800) 424-8802
4. The Community Emergency Coordinator (CEC) designated by the Local Emergency Planning Committee (LEPC).

II. Transportation accident.

By law, dial 911 or the operator.

III. Responsibility of local response organization, Incident Commander (IC):**A. Incident at Fixed facility;**

1. Operate under the Incident Management System (IMS),
2. Confirm the appropriate notifications have been made by responsible party, if not make notifications to NDEQ, NRC, and CEC.

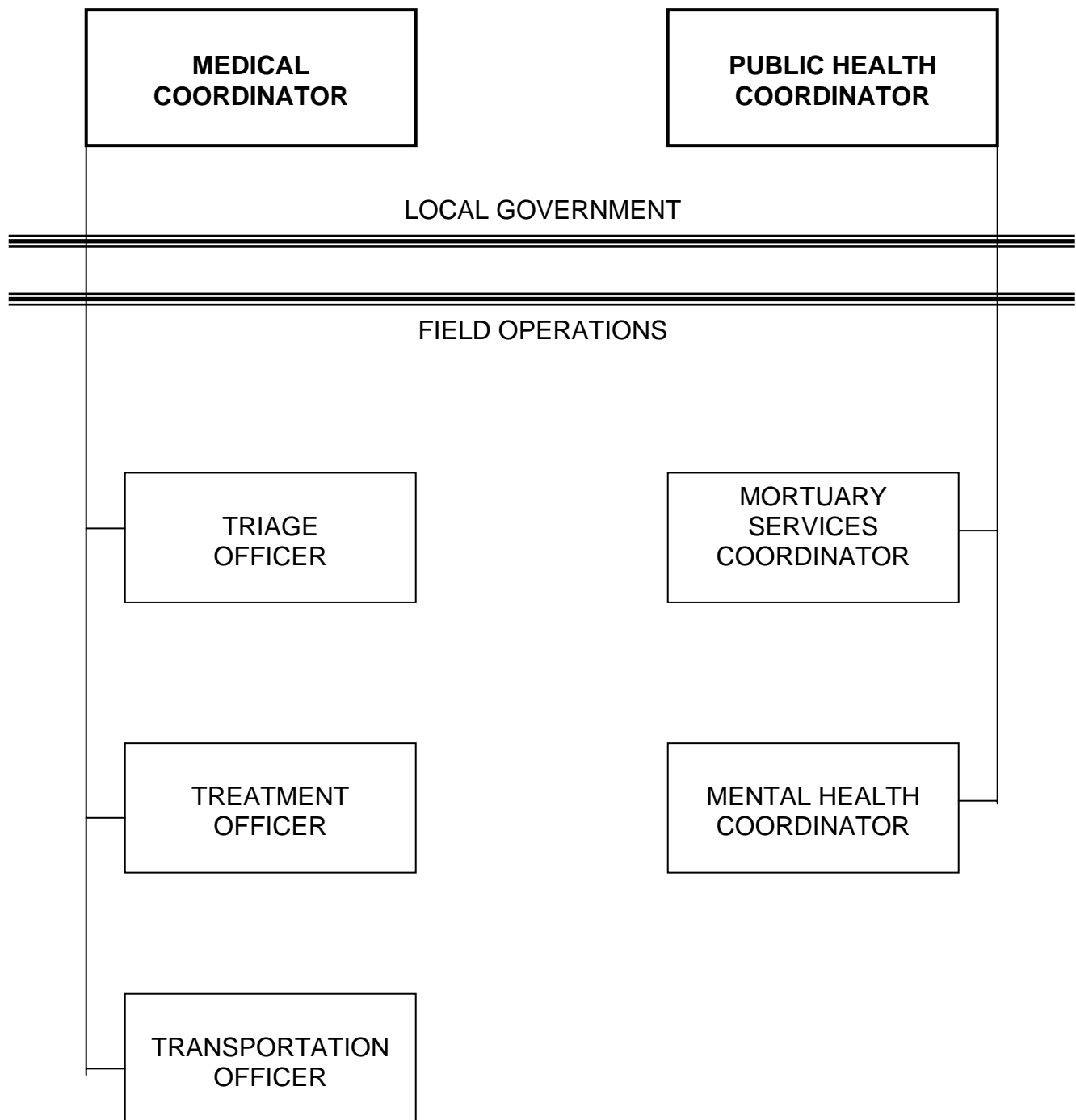
B. Transportation accident;

1. Operate under the Incident Management System (IMS),
2. Incident Commander should see that above notifications are made to NDEQ, NRC, and CEC.

EMERGENCY NOTIFICATION ROSTER

<u>Groups</u>	<u>Phone</u>
<u>State Assistance</u>	
State Emergency Response Commission	402-471-3241
State Dept. of Environmental Quality	402-471-2186
State Emergency Management Agency	402-471-7421
After Hours	877-297-2368
State Fire Marshal	402-471-2027
State Patrol	402-471-4545
State Department of Health and Human Services	402-471-2541
 <u>Other Emergency Assistance 24 HRS</u>	
Chemtrec	800-424-9300
National Response Center	800-424-8802
Union Pacific Railroad	800-877-0511
Burlington Northern Santa Fe Railroad	817-234-6164

HEALTH AND HUMAN SERVICES



HEALTH AND HUMAN SERVICES

I. PURPOSEA. Medical

To provide a coordinated response for medical care and treatment for the injured and ill during, or as a result of, a natural or man-made disaster.

B. Public Health

To provide public health services during, or as a result of, natural or man-made disasters by instituting environmental sanitation measures, testing of public and portable water supplies, mental health services, etc.

II. SITUATION

A. The potential exists for a multiple casualty incident resulting from an explosion, fire, transportation accidents, etc. which would stress emergency medical services.

B. There are no hospitals and three (3) nursing homes in Cass County.

C. There are eleven (11) Emergency Medical Services within Cass County. See Attachment 2 for EMS resources.

D. There are nine (9) mortuaries in Cass County.

III. ASSUMPTIONS AND PLANNING FACTORS

A. Any incident which generates an emergency patient load that exceeds the normal day-to-day capabilities of emergency medical services may be considered a disaster and the Emergency Management Director could implement the Cass County LEOP.

B. Mutual aid and outside resources will be available to assist the local Ambulance/Rescue Squad in responding to the need for medical care for the injured and ill in natural and technological disasters.

C. Any disaster situation can potentially lead to public health problems, depending upon the nature of the incident. Complications might include disease, sanitation problems, contamination of food and water, community mental health problems, overload of mortuary capabilities, etc.

IV. ORGANIZATION/RESPONSIBILITIES

A. Medical (EMS) and Public Health operations are each described separately, but close coordination is required to fulfill the overall responsibility of safeguarding and minimizing the adverse health factors which may affect citizens during and/or after an emergency or disaster. To provide a coordinated and effective response, the medical and public health functions have been separated into two areas, local government support and field operations. See chart on page G-1.

1. Local government support and coordination: this entails coordinating emergency services such as law enforcement, fire, rescue, public works and providing logistical support where required. Both EMS represented by the Rescue Squad Chief (or his designee) and the Public Health Coordinator will represent their respective function on the EOC Staff.
2. Field operations: while this Plan sets forth some basic requirements and staffing, standard operating guidelines should be developed by health and medical personnel detailing implementation instructions and responsibilities.

B. Key medical responsibilities for disaster operations are:

1. Emergency Medical Services
 - a. Basic Life Support in Cass County will generally be the responsibility of the individual fire districts or Rescue Squads in a jurisdiction.
 - 1) Normally, the request for emergency medical assistance comes through the Sheriff's dispatcher through pager activation alerting the rescue unit.
 - 2) The Rescue Squad Chief or Senior EMS personnel on the scene will coordinate field operations and transport of victims with the nearest hospital. Because there is no hospital in Cass County, a determination will be made at the scene of the accident as to which hospital will be nearest to the incident.
 - 3) The Rescue Squad Chief will notify the receiving hospital as soon as possible if the patient being transported is potentially contaminated from a hazardous materials incident and of any information about the hazardous substance involved.
 - 4) The Rescue Squad Chief will assure that all personnel are trained to respond to a hazardous materials incident according to levels of

response training set by their employer in compliance with OSHA and EPA regulations.

- 5) If feasible, a treatment center could be set up at various locations, a central point could be the Cass County Fairgrounds at 144th & Hwy 1 in rural Weeping Water. Medical supplies could be obtained through Emergency Management channels either from the ambulance/rescue unit or via Cass County Communications Center. Volunteers will be utilized, where possible, in medical or clerical capacities.
 - 6) The Rescue Squad Chief will coordinate with the Cass County Emergency Management Director during disaster operations and will represent Emergency Medical Services at EOC briefings.
- b. Mutual aid will be requested when the demand from the disaster exceeds the response capability of the local Fire Department/Rescue Squad. The Rescue Squad Chief will request mutual aid from the Cass County Mutual Aid Association. The Association has a formal written agreement which includes 15 towns in Cass County, and any county or mutual aid association adjoining Cass County which can provide assistance in Cass County when needed. The following fire departments are members of the Cass County Mutual Aid Association:
- | | |
|-------------------|-----------------|
| 1) Alvo | 8) Louisville |
| 2) Ashland | 9) Manley |
| 3) Avoca | 10) Murdock |
| 4) Cedar Creek | 11) Murray |
| 5) Eagle | 12) Nehawka |
| 6) Elmwood | 13) Plattsmouth |
| 7) Greenwood | 14) Union |
| 15) Weeping Water | |
- c. Additional assistance may also be requested from the Medical Director or Cass County Emergency Management Agency Director. Requested medical supplies could be shuttled by a responding State Trooper.
- d. Advanced Life Support Services (ALS) will usually be the responsibility of local EMS who will call mutual aid resources depending upon the area transporting to. The Rescue Squad will conduct medical operations in the

field until the injured can be transported to the hospital. The Rescue Chief will ensure that the following functions are provided for disaster operations:

- 1) Triage: designated EMTs will assess patients and assign priorities for medical treatment and transport. At least three (3) members of the local Rescue Squad can coordinate triage efforts.
- 2) Staging Area Operations: after sorting patients according to triage status, assignments must be made to overseeing treatment and care of patients being held for transportation to the hospital or medical facility.
- 3) Transportation: this responsibility includes coordinating with the receiving hospital's emergency room for directing patient transport to the hospital or to other medical facilities. Determination of air ambulance service will be based upon the nature of need. Air ambulance support could be requested from Cass County Communications Center in Plattsmouth. The primary provider will be Life Net of Omaha or Star Care V from Lincoln with a response time of approximately twenty (20) minutes to Cass County. Normally, local EMS services will request the air ambulance service, when needed.

2. Public Health Coordination

- a. A Public Health Coordinator has been appointed to serve during disasters in Cass County. He is responsible for coordinating activities required to safeguard public health and minimize the spread of disease. The Coordinator will act as liaison between public health officials and local government and will attend EOC briefings.
- b. The Public Health Coordinator is responsible for assessing the hazard relating to any existing or anticipated public health threats and the environmental impact of an accident. Specific responsibilities include, but are not limited to, the following:
 - 1) Safe drinking supplies: determine and map affected area; notify population against use of contaminated water source and where to obtain safe drinking water; request emergency gas chlorinator(s) from State Health Laboratory in Lincoln; initiate emergency water disinfection procedures if contamination is not due to chemicals; and advise that all private wells in affected area be sample tested as soon as possible and notify the lab to obtain extra supply of sample containers.

- 2) Sanitary emergency sewage disposal: obtain portable toilets for use at disaster scene for clean-up crews and for use in public areas such as group homes, public buildings, etc. where service has been interrupted; and advise the public of emergency individual sewage disposal procedures.
 - 3) Vector control: survey and map affected area; initiate clean-up of organic matter that might decay or provide for vectors; drain trapped water; utilize fogger and power spray equipment over potential breeding sites; and request assistance of the Weed District if additional equipment or personnel is needed.
 - 4) Safe food supplies: notify Nebraska Department of Agriculture to report extent of involvement and request assistance to obtain emergency quarantine powers; and initiate disposal of contaminated food.
 - 5) Disease control: contact State Epidemiologist as to need for immunization of exposed persons and for possible quarantine; contact Home Health to make arrangements if immunization is deemed necessary; and if quarantine is necessary.
 - 6) Re-entry: assist in determining when it is safe to re-occupy an area after evacuation caused by a hazardous material incident.
- c. The Public Health Coordinator will coordinate with the Cass County Emergency Management Director and other agencies, such as the Nebraska Health and Human Services System, the County Emergency Board, Department of Environmental Quality.
- d. Crisis Counseling
- 1) The Public Health Coordinator will assess the need for crisis counseling for disaster victims and disaster workers. If crisis counseling is deemed necessary, the Public Health Coordinator (or someone designated by the Public Health Coordinator) will coordinate crisis counseling for disaster victims and their families, emergency workers in the field, applicants at Disaster Recovery Centers, etc. If needed, an outreach program can be established.
 - 2) The Public Health Coordinator (or his appointee) will request assistance from and coordinate with any of the following for crisis counseling:
 - a) Local pastors
 - b) Social Services Coordinator (Annex N)

- c) Eastern Nebraska Office on Aging
 - d) Nebraska State Patrol for Critical Incident Stress Management (CISM) teams are available for debriefings, defusings, and/or demobilization's to disaster responders such as fire, EMS, law enforcement, dispatchers, and Emergency Management personnel.
- 3) It may be necessary to coordinate release of public education material with the Public Information Officer during disaster operations.
- e. Mortuary Services
- 1) The Public Health Coordinator will work with area mortuaries in coordinating the interment of the dead when normal capabilities are exceeded. This may include:
 - a) Establishing temporary morgue facilities,
 - b) Coordinating emergency interment,
 - c) If needed, assigning bodies on a rotational basis to area funeral homes,
 - d) Requesting additional assistance from the Funeral Director's state or national organizations.
 - 2) Emergency morgue: if the request for an emergency morgue is made by the Sheriff's Office, the Public Health Coordinator and/or the mortuary, in coordination with the County Attorney acting as coroner, will:
 - a) Obtain use of school gym or another suitable building which is easily accessible to the disaster area,
 - b) Notify Cass County Sheriff and Cass County Emergency Management Director of morgue location,
 - c) Coordinate with the area funeral home(s) for preservation of the bodies,
 - d) If conditions warrant, request refrigerated truck from area trucking company to hold bodies pending transfer to funeral homes.

V. CONCEPT OF OPERATIONS

A. Multiple Casualty Incident

1. The first unit at the scene will remain and establish a command post until communications support arrives. The Rescue Squad Chief is responsible for all patient care operations at the scene including personnel assignment. Advanced Life Support (ALS) services will usually be provided by the nearest responding mutual aid ALS units.
2. The Rescue Squad Chief will assign a qualified member of the rescue squad to triage and assign priority categories based on urgency and chance of survival.
3. The Rescue Squad Chief will be in communication with the responding hospital's emergency room and will direct rescue units to the receiving medical facility based on instructions from that hospital. Determination of receiving facility will be based upon facility patient loads, nature of injuries, travel distance, etc.
4. The Rescue Squad Chief will determine requirements for and request medical mutual aid. Shortage (or anticipated shortage) of medical supplies/equipment or personnel for field operations will be reported to the Rescue Squad Chief for procurement.

B. Medical Support for Disabled, Elderly, or Infirm Persons

The Rescue Squad Chief and/or Cass County Emergency Management Director may coordinate requirements with:

1. Eastern Nebraska Office on Aging concerning transportation and home delivery of meals,
2. Home Health Programs from Tabitha and Eastern Nebraska Office on Aging regarding home visits for the disabled; see Attachment 1 for detailed listing,

Cass County Emergency Management Agency office for volunteer resources for emergency delivery of medicines and other medical supplies and possibly transportation needs.

C. Support to Emergency Medical Personnel

Cass County Emergency Management Agency could assist in coordinating emergency transportation to and from critical medical facilities or for other general medical operations during the disaster. Volunteers, such as 4-wheel vehicle owners/clubs, snow mobile owners/clubs, and REACT or amateur radio

operators (depending on situation - i.e., winter storms) will be utilized to coordinate and provide this transportation.

D. Public Health Threats

1. In the event of an anticipated or actual public health threat, the Public Health Coordinator or the Cass County Emergency Management Agency Director will notify the Nebraska Emergency Management Agency to coordinate state assistance for Cass County.
2. In the event of water shortages, the Public Health Coordinator will coordinate with the Cass County Emergency Management Agency Director for meeting the critical potable water requirements. (Resources may be available from area dairies with milk transport tankers.)
3. The Nebraska Emergency Management Agency will contact state, federal, or other agencies, as appropriate, and request assistance for Cass County

E. Special medical and public health considerations for nuclear crisis are addressed in Annex L, Appendix 1.

VI. ADMINISTRATIVE AND LOGISTICS

- A. The Rescue Squad Chief should meet annually with representatives from the rescue squad and any appropriate surrounding medical community personnel from hospitals to review this Annex.
- B. The Public Health Coordinator should meet annually with representatives of mental health organizations, area funeral home directors, local clergy, and public health officials to review this Annex.
- C. The Cass County Emergency Management Agency Director will update and/or revise the Plan based upon the correlation of information provided by these reviews.

D. Exercising

Every effort will be made to incorporate local involvement into any rescue unit exercises. Emergency medical personnel and volunteers will be utilized in these exercises to the maximum extent possible.

E. Training

In addition to the training required for normal operations, medical personnel should be trained to respond to a hazardous material incident to the level determined by their employer in accordance with OSHA and EPA regulations.

LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
1	Health and Medical Resources	G-11
2	Emergency Medical Resources	G-14
<u>Appendix #</u>		
1	Health Preparedness & Response Plan	G-15

HEALTH AND MEDICAL RESOURCES**WITHIN CASS COUNTY**

<u>NURSING HOMES:</u>	<u>PHONE NUMBER</u>
Louisville Care Center 410 W. 5 th St. Louisville, NE	234-2125
Plattsmouth Manor 602 S 18 th St. Plattsmouth, NE	296-2800
Nebraska Masonic Home 1300 Avenue D Plattsmouth, NE	296-7300
Woodbridge Assisted Living Facility 1913 E Hwy 34 Plattsmouth, NE	296-5133
<u>FUNERAL HOMES</u>	
Fusselman-Wymore Funeral Home 113 West D Elmwood, NE	994-6575
Fusselman-Wymore Funeral Home 413 Elm Louisville, NE	234-3985
Fusselman-Wymore Funeral Home 306 North 7 th St. Plattsmouth, NE	296-4455
Fusselman-Wymore Funeral Home 108 North Elm Weeping Water, NE	267-2485
Hammons Family Funeral Services 207 West H Weeping Water, NE	267-5544
Marshall Funeral Home 117 West Main Union, NE	263-3400

NURSING HOMES continued:PHONE NUMBER

Roby Funeral Home
346 Avenue A
Plattsmouth, NE

296-3123

MENTAL HEALTH

Lutheran Family Services
546 Ave A #2
Plattsmouth, NE 68048

296-3315

ADJACENT TO CASS COUNTYHOSPITALS

Alegent Midlands Hospital
Hwy 370 & 84th St
Papillion, NE

593-3000

Community Memorial Hospital
1579 Midland
Syracuse, NE

269-2011

St. Elizabeth's Hospital
555 South 70th St.
Lincoln, NE

219-8000

St. Mary's Hospital
1314 3rd Ave
Nebraska City, NE

873-3321

FUNERAL HOMES

Fusselman Wymore Funeral Home
644 Park
Syracuse, NE

269-2441

Gude Mortuary
403 South 9th
Nebraska City, NE

873-6011

Marshall Funeral Chapels
1109 1st Corso
Nebraska City, NE

873-5331

FUNERAL HOMES continued:PHONE NUMBER

Peterson Mortuary
111 North 11th
Nebraska City, NE

873-6626

MENTAL HEALTH

Alegent Health Psychiatric Assoc.
1309 Harlan Dr. #206
Bellevue, NE

291-6789

Alegent Midlands Hospital
Behavioral Services Unit
Hwy 370 & 84th St
Papillion, NE

593-3722

SUMMARY OF EMERGENCY MEDICAL RESOURCES WITHIN CASS COUNTY

RESCUE UNITS	PHONE NUMBER	RESCUE SQUAD	QUICK RESPONSE UNIT	BASIC LIFE SUPPORT	ADVANCED LIFE SUPPORT	NUMBER OF EMTs	EMT/ AD	MAST TROUSERS
Alvo	781-2710	2		X		7		
Avoca	911	1	X	X		16		
Eagle	911	2		X		11		1
Elmwood	911	2		X		14	X	1
Greenwood	911	1		X		17		1
Louisville	234-2635	2		X		15	X	1
Murray	296-3337	2		X		20	X	1
Nehawka	227-3000	1		X		8		
Plattsmouth	296-3337	3		X		29	X	1
Union	911	1		X		15		
Weeping Water	911	2		X		22	X	2

HEALTH PREPAREDNESS & RESPONSE

I. Introduction

A. Purpose annual

1. To describe procedures for investigation of, communication, detection, response to, and recovery from a public health event.
2. To prepare for and respond to local and state emergencies such as bio-terrorism and natural disasters.
3. To provide a rapid and coordinated response for a mass administration of vaccines and prophylactic medications in the event of a bio-terrorism or other public health event.
4. To develop partnerships and establish Memorandums of Understanding with the region's agencies which may be involved in the response to a bio-terrorism incident or other public health emergency.

B. Objectives

1. Effectively respond to threats or acts of terrorism, including biological, chemical, nuclear, incendiary, and explosive.
2. Conduct epidemiological investigation and contain disease outbreaks.
3. Provide reassurance to the public about prevention activities necessary to contain disease spread.
4. Monitor community health status and provide health threat assessment, environmental surety, and public health support.
5. Conduct rapid detection and identification due to the release of a hazardous radiological, chemical, or biological agent.
6. Communicate health threats or risks to community residents and county officials and coordinate communication activities with NE HHSS to ensure that messages are timely and appropriate.
7. Mobilize and coordinate local and state partnerships to promptly recognize, appropriately react to, and recover from adverse public health events.
8. Develop and distribute the plan for the county's two mass immunization clinics.

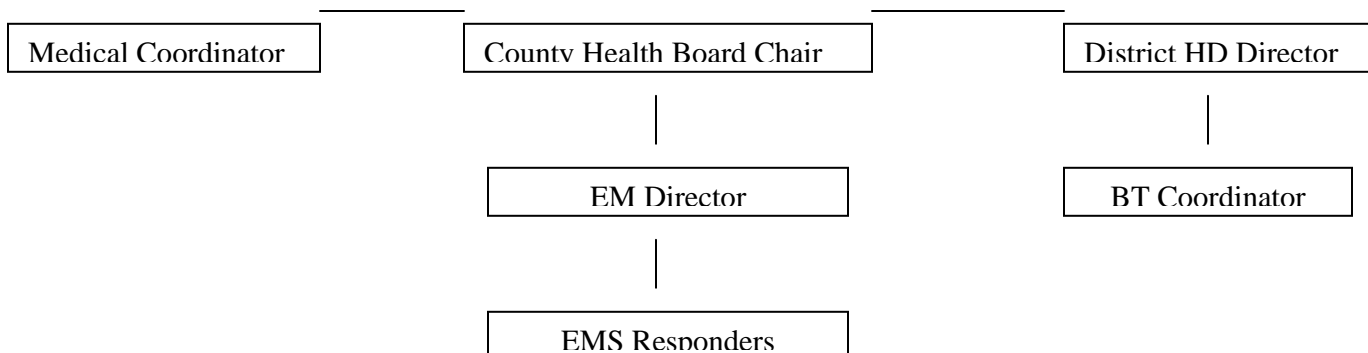
9. Activate the plan to mobilize the mass immunization clinics, ensuring timely and equitable vaccine distribution to handle the entire county population of 24,900 residents.

C. Medical & Health Response Team

1. The mass immunization clinic core team includes, but is not limited to: Site Coordinator, Medical Director, Nurse Manager, Supply Manager, Clinic Security, Volunteer Coordinator, Translator, EMS, the County Health Board, and the district Local Health Department (LHD). Non-medical volunteer staff to fill all the positions needed to operate a clinic will be coordinated through the United Way of the Midlands. Medical volunteer staff to fill nursing positions needed for the clinic will be coordinated through the Heartland Chapter of the American Red Cross.
2. For a suspected adverse public health event, the medical and health response core team includes, but is not limited to: County Health Board Chairman, Director of the district LHD, Bio-terrorism (BT) Coordinator, County Emergency Management (EM) Director, County Medical Coordinator, State Epidemiologist, and County Mutual Aid Association EMS Representative.

D. Coordination

1. Planning will be coordinated with appropriate county agencies including Cass County Public Safety Mutual Aid Association (Law Enforcement, Fire Rescue, and EM Agency), County Government (County Commissioners and City and Village Boards), health care providers, and community agencies as necessary.
2. The Chain of Command for Response to an Adverse Public Health Event



3. County, City, and District Health Department Officials must work in a coordinated, organized manner when dealing with the serious issues presented by a bioterrorist incident or other public health emergency. Experience has shown that those incidents managed in a systematic way

are the most successful at achieving intended goals of returning the affected area to pre-event status as quickly as possible. The Incident Command System is the framework within which resources, personnel, apparatus, and equipment will be managed to mitigate the incident. Early disease detection, including suspected or confirmed act(s) of bio-terrorism, is key to protection and critical to enable an effective response. For a suspected or identified event, public health will coordinate the overall health response, investigate to determine the source, provide status updates to the medical community, provide prophylactic antibiotics or vaccines as appropriate, and inform the general public how to respond in order to protect themselves. These activities will be done in collaboration with partners in emergency response, fire departments, law enforcement, and healthcare providers.

II. Early Detection & Investigation

A. Event Indicators

All communities are vulnerable to incidents involving terrorism. An act of terrorism can occur anywhere, at any minute, when least suspected and may or may not involve use of Weapons of Mass Destruction (WMD). For this reason, a threat assessment should be conducted and the following questions routinely asked: How likely is a WMD incident to occur in this area? Which weapon will most likely be used? Initial indicators that may signal a bio-terrorism attack or other public health emergency include the following:

1. Excessive numbers of ill persons with similar disease or syndrome
2. An unusual, unknown, or uncommonly seen disease for the area
3. Ill people presenting near the same time
4. Clusters of similar illness in non-contiguous areas
5. Failure of a common disease to respond to usual therapy
6. Death or illness of animals in the region from unknown causes
7. Death or illness of animals that precedes or accompanies death or illness in humans
8. An increase in insect numbers in the area
9. Atypical aerosol, food, or water transmissions
10. Unusual/unscheduled spraying by slow moving aircraft or helicopter or discovery of spray devices or bottles

11. Unexplained/unusual odors. Smells may range from fruity/flowery to sharp/pungent, garlic/horseradish-like, bitter almonds, peach kernels, and new mown grass/hay

12. Unusual powders or liquids/droplets/mists/clouds found near air intakes

B. Informing the Medical Community

There are no Medical Treatment Facilities in Cass County. The area is serviced by Local Medical Clinics, Tabitha Health Nursing Services for home health care and hospice area care, Assisted Living, and Long-Term Care Facilities or Group Homes. The State Health Alert Network (HAN) will provide notification of impending and actual public health emergencies to physicians and nurses in the community. Health care professionals are encouraged to self-register for HAN connectivity through the NE HHSS web-site. Health care organizations not connected to HAN receive information from Infection Control Departments of associate hospitals in Sarpy and Douglas Counties. Notification to other agencies and individuals who are part of the public health response to the emergency will be coordinated by Cass County Emergency Management Agency. Methods of communication include pager, phone, radio, e-mail, fax, or mobile phone.

C. Surveillance & Epidemiology

Infectious disease information may be routed to the district health department from a number of sources including hospitals, private physicians, nurses, first responders, EMS, 911 calls, schools, or from the general public. The NE HHSS Plan will identify different levels of responsibilities for health departments dependent on their staff availability and training. Surveillance activities will be adjusted according to the specific event. School absenteeism surveillance will be undertaken at both public and private facilities servicing 25 or more students and the data will be incorporated in the overall effort to establish a health baseline for the community. The district health department will review the data for adverse indications that would trigger further investigation by the Medical & Health Response Team. The end result of such an investigation will be the implementation of control and preventive measures specific to the identified disease, infection source, mode of transmission, and population at risk. Early detection and intervention is key to survival.

III. Initial Response & Notification

A. Initial Response

Upon confirmation of any adverse public health or BT event, the Cass County Medical & Health Response Team will be immediately convened to assess the level of emergency and needed actions. The team will be activated through phone (work, cell, home), e-mail, fax, or radio. At such time as a BT incident is suspected or confirmed, the FBI will be notified immediately and take lead

responsibility for the crisis management response to the event. The FBI will be notified by the Cass County EM Director or Cass County Communications Center. In this particular case, evidence preservation at the scene must be considered in overall scene management. The Medical & Health Response Team will take responsibility for the consequence management response. In coordination with NE HHSS, the response may include threat assessment, consultation, agent identification, epidemiological investigation, hazard detection and reduction, decontamination, public health support, medical support, pharmaceutical support operations, and any activities to protect health and safety. The priorities for response to any such event will be Life Safety first, followed by Incident Stabilization and then Environment/Property Conservation. During the course of the incident, the Medical & Health Response Team will meet daily in the Cass County EOC, communicate event updates to the media, and ensure a consistent and coordinated response effort among involved agencies.

B. Expanded Notification

1. Notification of other groups will be a cooperative effort between the Cass County Medical & Health Response Team, Cass County Emergency Management Agency, and NE HHSS. Currently, all state-credentialed physicians listed in the Health Professions Tracking Database have been automatically registered in HAN. NE HHSS plans to expand this initial network to include nurses, pharmacists, and ancillary providers. The HAN is projected to become a web-based system in the near future.
2. Available communications and warning systems within Cass County are outlined in Annex B of the Local Emergency Operations Plan (LEOP). The Nebraska Emergency Alert System can broadcast information and instruction to the public. The EAS can be activated by request of local officials. The Nebraska Education Television Network can also provide public warning augmentation. Communication needs of special populations needs to be addressed. This may include door-to-door communication and/or community meetings to reach hearing impaired, visually impaired, those who cannot read, and aged population. There are no known groups of non-English speaking people in Cass County.

C. Ongoing Communications

1. An educated and well-informed public is essential to controlling panic and calming fear. Clear and concise information will help assure the general public that the situation is being addressed competently and quickly. Effective risk communication to affected persons must also be delivered in a timely manner.
2. NE HHSS, with assistance from the CDC, will disseminate advisories, alerts, and updates to health care professionals and public health departments throughout the state, as needed. Such information will be disseminated by way of fax or e-mail alerts; once the HAN becomes a web-based system,

such information will be available through a secure web site. Information provided to health care professionals and other responders may include the following elements:

- a) Threat Description and Magnitude
 - b) Recommendations for Action
 - c) Diagnosis, Treatment, and Lab Testing
 - d) Contact Information
 - e) Methods for Communicating Updates
 - f) Methods for Communicating Back to Public Health
3. The public information program is outlined in Annex D of the LEOP. Only the PIO or an authorized representative can release information to the media. The media can be used effectively to provide public notification and ongoing communication. Oral agreements have been made with local media organizations to ensure rapid dissemination of emergency public information. The public will be given a local number to call for more information and further instructions.

IV. Mass Vaccination Clinic

A. Purpose

To provide a rapid and coordinated response for the citizens and transients of Cass County for a Mass Administration of Vaccines and Prophylactic Medications in the event of a BT outbreak or other public health emergency.

B. Situation

- 1. Cass County Emergency Management Agency along with the Sarpy/Cass Department of Health and Wellness, NE HHSS, CDC, and NEMA have identified hazards that would give cause to do a mass vaccination clinic. Any outbreak would affect all the citizens and transients of Cass County. Population range could vary depending on the time of outbreaks.
- 2. Transient population needing vaccination would be citizens not counted in Cass County's vaccine allotment. The influx of transients may be vacationers, tourist or during harvest.
- 3. On a local level, initial response will be by local authorities, using IMS.

4. The decision to mass vaccinate would come from the President of the States under the advisement of the CDC. The Governor of Nebraska would declare a state of emergency. This means that all state borders will be secured; schools and non-essential businesses would be closed.

C. Assumptions & Planning Factors

1. All the population in Cass County will be affected by any outbreak.
2. Outbreak events may occur with little or no warning and may not be determined for days after an event has occurred in the United States.
3. No single agency at the local level possesses the expertise to respond to an event. All county agencies will work toward a common goal ensuring the well being of the citizens.

D. Concept of Operations

The CDC, HHSS, Sarpy/Cass Department of Health and Wellness, and Cass County EMA will provide direction to Cass County in the event of an actual emergency. Cass County's general plan for mass vaccination clinics and potential follow-up clinics is as follows:

- a. Cass County's Mass Vaccination Clinics will be located at:
 1. Plattsmouth High School
 2. Cass County Fairgrounds / Extension Office Building
- b. Cass County's Medical & Health Response Team will provide a volunteer staff to fill all the positions needed to operate a clinic. The core team includes, but is not limited to: Site Coordinator, Medical Director, Nurse Manager, Supply Manager, Pharmacist, Clinic Security, Volunteer Coordinator, EMS, and the County Board of Commissioners.
- c. The list of nonmedical volunteers will be compiled and continually updated by the United Way of the Midlands. The list of medical (nursing) volunteers will be compiled and continually updated by the Heartland Chapter of the American Red Cross. Copies of these lists will be made available to the Sarpy/Cass Department of Health and Wellness and the Cass County Emergency Management Director.

- E. Notification of an event may come to the Sarpy/Cass Department of Health and Wellness, the Cass County Emergency Management Director, Midland's Hospital, Saint Elizabeth's Hospital, Bryan/LGH West Hospital, or local Law Enforcement. At that time, all clinic core team members will be contacted.

F. Volunteer Notification

1. A calling bank, designated by the ARC and United Way Coordinators, will be used to notify volunteers, with back-up provided by the Cass County Emergency Management Staff.
2. Annex B of the LEOP will be utilized to notify emergency responders and officials.
3. Upon notification, volunteers will report as soon as possible to the clinic site. Parking for volunteers will be determined at activation time of the clinic.
4. All clinic positions and operations will be staffed before the clinics open to the public.

G. Handling of Vaccine

1. Cass County Emergency Management personnel, Cass County Sheriff's Department personnel or Plattsmouth Law Enforcement will transfer vaccine from the Omaha Receiving, Staging, and Storage (RSS) Site to the two Mass Vaccination Clinics in Cass County. Both clinics will also function as local dispensing sites.
2. The vaccine will be signed off to a designated person at the clinic the vaccine shipment arrives before the clinic is activated, it will be delivered to the Cass County Emergency Management Agency, Cass County Sheriff or Plattsmouth Law Enforcement.
3. The vaccine will be guarded at all times and will be under the direction of the supply manager. Certain vaccines may require special precautions.
4. All precautions will be taken when working with and around the vaccine, according to the guidelines provided.

H. Purchase and Storage of Supplies

1. In order to be prepared as possible for an emergency clinic, general supplies will be purchased ahead of time.
2. When the amount of medications needed for mass immunization/prophylaxis exceeds available local supplies, additional pharmaceuticals and vaccines will be provided upon request by the Federal government from Vendor Managed Inventory or from the Strategic National Stockpile.
3. Request for federal assets will be directed to Cass County Emergency Management, following appropriate protocols outlined in the local, state, and federal emergency management and National Stockpile plans.

I. SNS and Clinic Security

1. The SNS will be disbursed from the initial RSS site in Lincoln Omaha RSS sub-hub. From there, it will be disbursed to the pre-designated distribution/dispensing site in Plattsmouth.
2. Security for SNS supplies and medicine maybe provided by a contingency of US Army or USAF National Guard soldiers and airmen.
3. The requisition for National Guard units will be coordinated between the Sarpy/Cass Department of Health and Wellness/Cass County Sheriff Department/Plattsmouth Police Department/Cass County Emergency Management/State.
4. Specific security needs should be formally assessed, taking into account local conditions. Specific areas to be looked at include the following:
 - a. Locked, limited access areas for vaccine storage.
 - b. Pre-identified back-up power sources for all sites where vaccine is stored.
 - c. Security personnel for crowd control, traffic movement, clinic personnel safety, and vaccine safety.
 - d. Vaccine transportation to local RSS and dispensing clinics.

Security for the clinics will be provided by local law enforcement, including Cass County Sheriff and Plattsmouth Law Enforcement

J. Transportation Considerations

1. Several sites for mass immunization clinics have been identified. These sites have large parking areas and are capable of holding 100 - 600 individuals at any given time.
2. Because parking will be limited at the clinic sites, it may be necessary to transport the public from designated areas to the clinics.

K. Clinic Stations

The Nebraska Guidelines for Mass Administration of Vaccines and Prophylactic Medications will be used to determine the hours of operation and numbers of people vaccinated. Clinics will have clearly marked entrance and exit points. Traffic flow will be controlled and should follow a logical path from entry to exit. Registration and medical screening processes will be the most time-consuming. It will be important to have one person in charge of supplies to avoid waste and

to ensure that excess amounts of vaccine are not drawn up ahead and then possibly left over and wasted at the end of the clinic.

1. Station 1 Entrance:

The entrance will be staffed by greeters, form distributors, and security. Security will conduct crowd control and report any unusual or suspicious situations to the Security and/or Clinic Manager. The greeters will direct clients to Station 2, the Education and Registration rooms, in a sequential pattern and assist in the distribution of appropriate forms and fact sheets.

2. Station 2 Education/Registration

Educators will assist individuals in completing the risk assessment evaluation forms. They will answer general questions regarding the vaccination process and present a video providing information on the disease, treatment, side effects, contraindications, and follow-up. After the program is completed, the educators will direct clients to Station 3 for Risk Assessment and Form Evaluation.

3. Station 3 Risk Assessment/Form Evaluation

The Registration Form Evaluators will review each recipient's documents for completeness and accuracy, and as needed assist the client with completing the documentation. They will review risk assessment forms for conditions that may contraindicate vaccination. Clients showing signs of mental stress will be directed to Station 6 for Mental Health Counseling. Clients who are well and without any contraindications will be directed to Station 8 for vaccination.

4. Station 4 Medical Screening

The medical screeners will answer medical questions and assess clients for contraindications to vaccination. When necessary, they will perform limited physical examination of patients who indicate they may have problems with vaccination. The screeners will direct all clients with indications of mental stress to Station 6 for mental health counseling. Clients who are ill or show evidence that they should not be vaccinated will be directed to Station 5 for Physician Evaluation. Clients determined to be candidates for immunization will be directed to Station 8 for Vaccination. All nursing activity will be documented on the consent forms.

5. Station 5 Physician Evaluation

Physician Evaluations can be done by a physician, physician assistant, nurse practitioner, or RN approved by the Medical Director at the site. Physician evaluation will determine if the client is to receive the vaccination. They will direct clients who are not to be immunized to the exit and/or other community

resource. Clients showing signs of mental stress will be directed to Station 6 for mental health counseling. Clients determined to be candidates for immunization will be directed to Station 8 for vaccination. Medical activity will be documented in the consent forms.

6. Station 6 Mental Health Counseling

Mental Health Counselors or Clinic Social Workers will evaluate the mental health status of the individual and provide short-term on-site counseling. Counselors may be school counselors, drug and alcohol counselors, or anyone else the Medical Director believes has enough training to accomplish the job. The counselors will direct clients determined to have mental health issues in need of treatment to an exit and referred to off-site community health professionals. Clients not requiring additional mental health services and having been evaluated by the physician as a candidate for immunization will be directed to Station 8 for vaccination. All clinical activity will be documented in the consent forms.

7. Station 7 First Aid

Clients who become ill while at the clinic will be directed to the First Aid Station. The First Aid Nurse will assess symptoms. Clients determined to have symptoms severe enough to require treatment will be referred to an off-site medical treatment facility. Clients whose symptoms are determined not to be significant or whose symptoms resolve will be directed back into the immunization process. The clinic physician may be called in consultation to assist in client evaluation. All medical activity will be documented in the consent forms.

8. Station 8 Vaccination Station

- a. The vaccination station will be staffed with the vaccinator and the assistant. They will be cross-trained so that either can fulfill the other's role. The assistant must have a thorough understanding of the pre- and post vaccination activities, necessary supplies, and proper technique for reconstituting the vaccine with diluents, proper care and handling of the vaccine in clinic, how to disinfect contaminated surfaces, disposal of soiled materials, and where to access additional supplies. The assistant is also responsible for entering the vaccine and diluents lot numbers on the consent form and clinic record, and providing the recipient with a vaccination card and documentation when and where the vaccine was administered.
- b. The Vaccinator oversees the vaccination process, administers the vaccine, signs the clinic record, and observes the recipients for immediate reaction or complications. Vaccinators must have the ability to quickly develop a high level of skill in vaccinating with a bifurcated needle. They must have an in-depth understanding of proper technique,

methods to prevent contamination of the vaccine, exposure risks, medical conditions that constitute contraindications for vaccinations, risk of vaccination, preparation of the vaccination site, normal and abnormal post-vaccination response, and proper follow-up care of the vaccination area. After completion of the vaccination process, the client will be directed to Station 9 for the exit interview.

9. Station 9 Exit Interview

The exit interviewers verify that the forms are correctly completed, that the vaccination team has signed the clinic record, entered the lot numbers on the appropriate documents, and collect the forms. As the last staff to have contact with the vaccine recipients, the exit interviewers must have the ability to ensure a response by the appropriate staff of any remaining concerns that the clients may have regarding vaccination, adverse reactions, and care of the vaccination area. The exit interviewers will give each client a checklist on how to care for the vaccination area. The Medical Records Clerk will collect the completed forms and be responsible for their security prior to transportation to the data entry site.

10. Station 10 Clinic Pharmacy

The Pharmacy is staffed by a Pharmacist and assistant. They are responsible for the preparation and reconstitution of vaccines and medications and dispense the medication as needed. They must record the amount of vaccine or medication as needed. They must record the amount of vaccination or medication received and used at the site, including lot numbers and other appropriate data. The Pharmacist is responsible for maintaining proper storage or refrigeration requirements of the vaccine and medications.

11. Station 11 Clinic Supply Room

Serves as the storage area for all clinic supplies, except vaccines and medications which are stored at the clinic's pharmacy.

12. Station 12 Staging & Rest Area

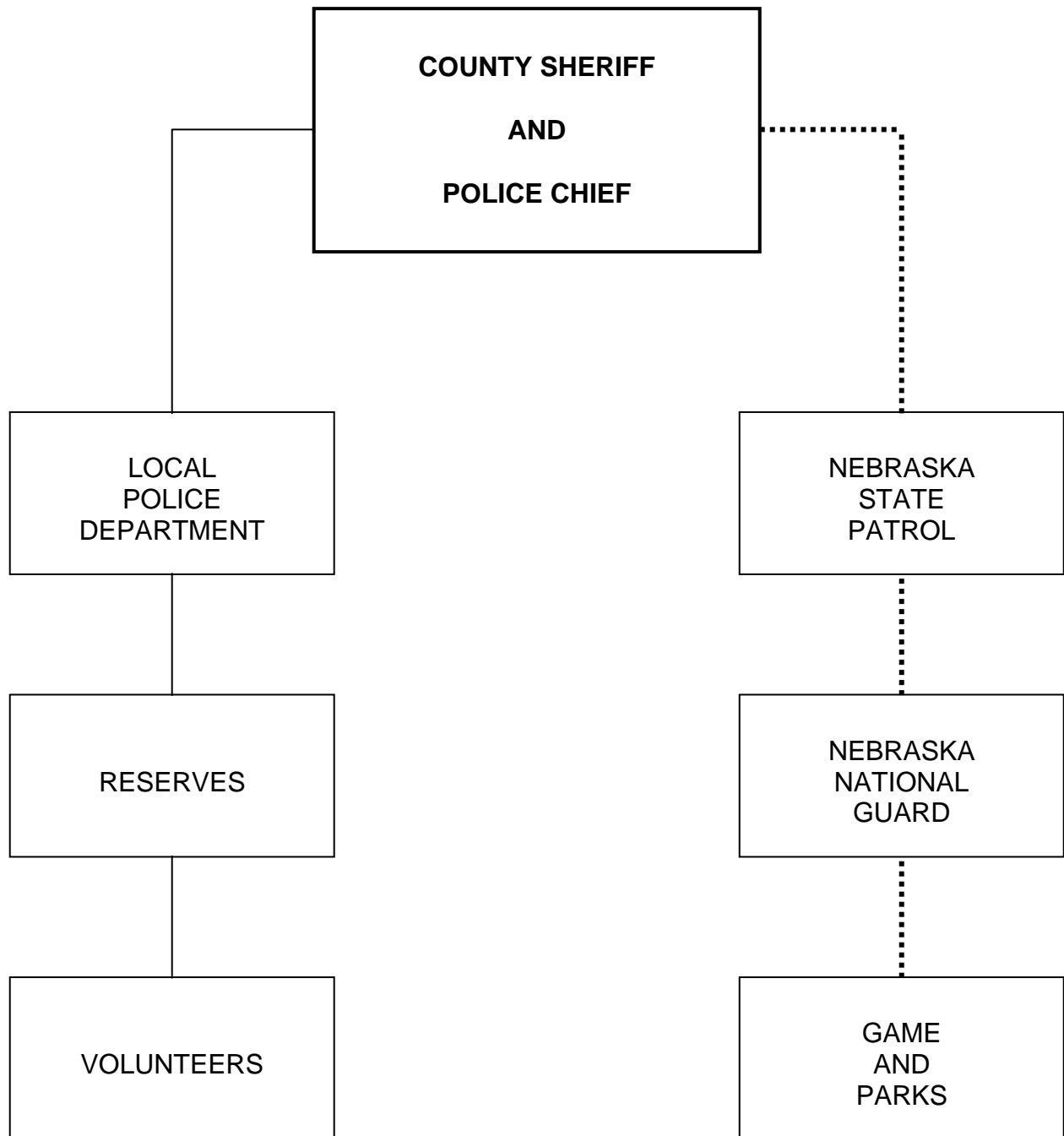
The Staging Area is where replacement personnel report and are briefed before going on duty. This site also serves as a rest area for clinic personnel.

13. Station 13 Day Care

For clients who bring in children who are too young to understand the video or fill out their own consent forms, there will be a supervised area where their children can stay and play until the parent or legal guardian has completed their own forms and their children's forms. The children will rejoin the

parents/legal guardian when the parent/legal guardian is ready to get his/her vaccination.

LAW ENFORCEMENT



————— CONTROL

..... COORDINATION AND SUPPORT

LAW ENFORCEMENT

I. PURPOSE

This Annex assigns responsibilities and provides coordination between the law enforcement agencies operating during disasters to ensure the safety of all citizens in Cass County, maintain law and order, protect public and private property, and provide protection for essential industries, supplies, and facilities.

II. SITUATION

During disasters, law enforcement agencies will need to expand their normal operations to provide increased control, protection, and security. Mutual aid, state and federal law enforcement agencies may be available to support local law enforcement. There are two law enforcement agencies in Cass County. See Attachment 1.

III. ASSUMPTIONS AND PLANNING FACTORS

Local law enforcement activities will generally increase significantly during disaster operations. Additional law enforcement resources and services may be available through existing law enforcement agency mutual aid agreements. If local capabilities are overwhelmed, outside support may be obtained from state and federal law enforcement agencies. Areas that may require support are:

- A. Traffic and crowd control,
- B. Evacuation,
- C. Search and rescue operations,
- D. Security,
- E. Acts of terrorism or other federal crimes,
- F. Civil disobedience,
- G. Animal Control.

IV. ORGANIZATION/RESPONSIBILITIES

The Cass County Sheriff and Plattsmouth Police Department are responsible for law enforcement within their respective jurisdictions. Troopers from the Nebraska State

Patrol are available to support local law enforcement requirements. Nebraska National Guard units are available to provide support subsequent to a Governor's Disaster Proclamation. Law enforcement responsibilities are:

A. Plattsmouth Police Departments

1. Maintain law enforcement in their jurisdictions.
2. Participate in evacuation procedures and special contingency planning.
3. Maintain records of disaster related costs.

B. Cass County Sheriff

1. Directs the Cass County Sheriff's Office.
2. Coordinates search operations in rural areas.
3. Establishes mutual aid agreements with adjacent jurisdictions.
4. Coordinates evacuation procedures and special contingency planning with local law enforcement.
5. Maintains records of disaster related costs.

C. Nebraska State Patrol

1. Performs law enforcement activities within Cass County in accordance with responsibilities assigned by State Statutes.
2. Participates in evacuation procedures and special contingency planning.
3. Maintains records of disaster related costs.
4. Coordinates Nebraska State Patrol operations with Cass County. The State Patrol may set up its Mobile Command Post, if needed.

D. Game and Parks: provides law enforcement in state parks and recreation areas and may assist county law enforcement agencies.

E. Other Support

1. Reserve/Auxiliary Training: the County Sheriff has reserve law enforcement personnel who are qualified and will be used.
2. Volunteers: if utilized, will assist law enforcement personnel, as directed.

3. Nebraska National Guard: under disaster emergency conditions proclaimed by the Governor, National Guard assistance may be requested through the Nebraska Emergency Management Agency. Mission support provided to law enforcement includes:
 - a. Security of disaster area.
 - b. Search and rescue operations.
 - c. Assisting Cass County law enforcement resources during evacuation activities.
 - d. Providing transportation and communications resources.
 - e. Traffic management, including roadblocks.
 - f. Providing aerial reconnaissance of disaster areas.
 - g. Assisting with crowd control and riots.
 - h. Providing support during acts of terrorism.

V. CONCEPT OF OPERATIONS

A. General

Emergency law enforcement operations will be an expansion of normal operations and responsibilities. Each law enforcement agency is responsible for providing law enforcement for its jurisdiction. Upon request, they may assist in similar functions outside their jurisdictional area.

B. Coordination

1. In an event involving a number of individual law enforcement agencies, it will be the responsibility of each agency chief to ensure that effective coordination and cooperation between agencies is accomplished.
2. If the Emergency Operations Center (EOC) is activated, the affected jurisdiction's law enforcement chief will have the responsibility of advising and making recommendations to the Executive Group.

C. Warning

Law enforcement personnel may support warning procedures by using emergency vehicles with sirens and public address systems to ensure notification of all residents in an affected area.

D. Traffic and Crowd Control

Law enforcement agencies have the major responsibility of providing traffic and crowd control to ensure a safe and orderly evacuation of the disaster area.

1. Law enforcement units will be located at traffic control points on streets and roads designated as evacuation routes.
2. Where possible, evacuation routes will be confined to all-weather roads to provide easy accessibility and minimize the possible effects of inclement weather on evacuation operations.
3. Emergency routes will be designated as necessary. Directives banning parking on emergency routes will be issued by the law enforcement chief or the Executive Group.
4. The broadcast of timely advice on the progress of the evacuation will be of utmost importance.
5. Spontaneous evacuation from the hazard area can be anticipated prior to an order for evacuation.

E. Security and Access Control

Individual jurisdictions will maintain regular security protection. Law enforcement personnel will establish and enforce policies and procedures for movement in restricted disaster areas.

1. Security

- a. Security will be provided by the law enforcement agency having primary jurisdiction.
- b. Upon activation of the Emergency Operations Center, a security guard may be posted to prohibit unauthorized personnel from entering the operational area.
- c. A curfew may be established by declaration of the Chief Executive.

- d. Law enforcement personnel will provide security for emergency response forces during disaster operations and establish a secure cordon around the disaster site(s).

2. Access Control

- a. Members of the EOC Staff will coordinate emergency worker identification requirements with law enforcement officials.
- b. Access control will be established for the disaster area and control points will be established to control entry into the area.
- c. Other than immediate response emergency personnel, entry into a disaster area will be controlled by the establishment of a pass system.
- d. If a segment of the population is evacuated, control points will be established on routes providing access to the evacuated area. Operational responsibility will be coordinated among the various law enforcement agencies.

3. Pass and Identification

- a. Cass County Emergency Management personnel are provided with a local government emergency response card by the Cass County Emergency Management Agency. Possession of this card permits full-time entry into restricted disaster areas.
- b. The Cass County Emergency Management Director will determine need and issue volunteers a card that automatically expires 15 days after date of issuance.
- c. City/Village employees are issued permanent identification cards by respective city/village. Possession of this card will permit access to restricted areas within the city or village.
- d. Local government personnel not issued permanent identification cards will be issued a temporary card on an as-needed basis by the appropriate law enforcement agency in coordination with the Cass County Emergency Management Director.
- e. Media personnel within the county are provided with identification cards by their individual agencies. Except for unusual circumstances, these identification cards will be recognized for entry into restricted areas providing they are accompanied by an authorized representative of the incident commander or other authorized personnel.

F. Search Coordination

Law enforcement officials are responsible for the coordination of search efforts involving:

1. Lost or missing persons,
2. Fugitives,
3. Bomb threats.

G. Extended Disaster Operations

1. All law enforcement personnel in Cass County may go on full time status with 12-hour shifts to maintain a 24-hour capability. An exception will be individuals who are considered by the Executive Group to be key personnel in other areas.
2. Mutual aid information may be coordinated through the EOC by the law enforcement chiefs.

H. Damage Assessment

Law enforcement agencies will support damage assessment by providing the initial definition of the disaster area and maintaining security of damaged areas and essential facilities to include cordoning of disaster site.

I. Radioactive Materials Incident/Accident

Each law enforcement chief should select personnel to be trained in both radiological monitoring equipment operation and agency emergency response procedures.

J. Hazardous Materials Incident

In the event of a hazardous materials incident, the Cass County Sheriff, Plattsmouth Police Chief, and the Troop Commander, Nebraska State Patrol will ensure that personnel are selected and trained to respond in accordance with the standards set by their agency in compliance with OSHA and EPA regulations.

K. Prisoners

1. On a day-to-day basis, the jail population of Cass County is transported to and confined in Plattsmouth, Nebraska. The facility has the capability to house 96 prisoners. If a need arose to temporarily control a group of riotous

or rowdy persons exceeding the capacity of the jail facility, the County Sheriff would be responsible for selecting a temporary control area.

2. The protection or evacuation of the prisoner population is the responsibility of the County Sheriff. In a situation dictating movement of prisoners, movement will be to the Sarpy County Jail Facility in Papillion. The Otoe County Facility in Nebraska City will be used if additional space is needed.
3. Transportation requirements will be coordinated through the Resource Coordinator. Van transportation will normally be used.

L. Animal Control/Pet Disaster Planning

Policies for animal control will be determined by the Cass County Sheriff's Office working with an area Humane Society or local veterinary clinic. Disposition of loose animals will be the responsibility of these organizations. During sheltering situations, Red Cross disaster shelters do not accept pets because of the state's health and safety regulations. Service animals (i.e. seeing-eye dogs) who assist people with disabilities are the only animals allowed in Red Cross shelters.

VI. ADMINISTRATION AND LOGISTICS

A. Exercises

Law enforcement personnel will participate in exercises designed to examine the feasibility of this Cass County Local Emergency Operating Plan.

B. Plan Maintenance

The Cass County Emergency Management Director, in coordination with law enforcement, is responsible for annual review and update of this Annex.

LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
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2	Pets In Shelters	H-10
APPENDIX 1	TERRORISM	H-11

LAW ENFORCEMENT RESOURCES

CASS COUNTY LEOP

ANNEX H
ATTACHMENT 1

RESOURCE	CASS COUNTY SHERIFF	NEBRASKA STATE PATROL	PLATTSMOUTH POLICE DEPARTMENT	
SHERIFF	1			
DEPTIES	15			
POLICE CHIEF			1	
ASSISTANT CHIEF			2	
OFFICERS			6	
STATE TROOPERS				
RESERVES	12			
TOTAL	28		9	
Vehicles With Radios	17		3	
Mobile Command Vehicle				

H-9

PETS IN SHELTERS

Family disaster planning should also include pets. Household pet planning should include the following steps:

1. Locate a safe place for the pets before disaster strikes. Friends or relatives outside the affected area may shelter your animals.
2. Prepare a list of boarding facilities and veterinarians who could shelter animals in an emergency; include 24 hour phone numbers.
3. Call hotels and motels in your immediate area and a reasonable distance from the home. Ask whether they accept pets, under what conditions, and whether they are restricted as to the size or number of animals.
4. Call local boarding kennels.
5. Assemble a Portable Pet Disaster Supplies Kit: Essential supplies will be needed, regardless of the time the family will be away. A portable pet disaster supply kit should be assembled and kept in a sturdy container in an accessible place.
 - a. Medication and medical records (stored in a water proof container),
 - b. A first aid kit,
 - c. Current photos of the pet(s),
 - d. Food, portable bowls, cat litter/pan, and can opener,
 - e. Instructions on the pet(s)' feeding schedules, diet, and special circumstances (allergies, difficulty chewing/swallowing, diabetes, etc.)
 - f. Sturdy leashes, harnesses, and/or carriers to transport pets.
6. Know what to do as a disaster approaches:
 - a. Call ahead to confirm emergency shelter arrangements for you and your pet.
 - b. Check to be sure your pet disaster supplies are ready to take at a moment's notice.
 - c. Eliminate search time for your pets by sheltering them in one central place (a barn, the house, the basement, storm cellar, etc.).
 - d. Make sure all dogs and cats are wearing collars that are securely fastened with up-to-date identifications. If available, attach the name, address, and phone number of the temporary shelter the family will be at, or the information of the friend/relative where you'll be staying. Temporary tags may be purchased or adhesive tape attached to the pet's I.D. tag may be used for additional information.

TERRORISM

I. PURPOSE

A. Introduction

1. In June 1995, the White House issued Presidential Decision Directive 39, "United States Policy On Counter-terrorism," to reduce the nation's vulnerability to terrorism, to include nuclear, biological, chemical, and other weapons of mass destruction. The Directive establishes the Federal Bureau of Investigation (FBI) as the lead agency in charge of Crisis Management and the Federal Emergency Management Agency (FEMA) as the lead federal agency in charge of Consequence Management.
2. Terrorism, as defined by the Federal Bureau of Investigation is the unlawful use of force against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives. It must incorporate all four of these elements before an incident is considered to be an act of terrorism.

B. Purpose Of This Appendix

1. To provide guidelines for assessing threats and reducing a community's vulnerability to terrorism.
2. To assist in developing a comprehensive and integrated plan for local governments to work in cooperation with state and federal agencies in responding to and managing the "crisis" of terrorism, including the use of nuclear, biological, chemical, and other weapons of mass destruction (WMD).
3. To provide guidance in coordinating "consequence" recovery activities in the community after a terrorist incident.

II. SITUATION

A. Scope Of This Appendix

1. This Appendix applies to all threats or acts of terrorism within Cass County and to the departments/agencies that may be required to respond to a threat or act of terrorism.
2. This Appendix builds upon concepts already addressed in this Local Emergency Operations Plan (LEOP) to respond to and recover from a broad spectrum of hazards, but it will also address unique actions necessary to respond to a terrorist act.

B. Response and recovery to a terrorist act encompasses two areas - Crisis Management and Consequence Management, respectively.

1. Crisis Management (response): includes measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve threats or acts of terrorism.
 - a. On the local level, initial response will be by local authorities, using an Incident Management System.
 - b. When the incident becomes identified as a terrorist act or there is a credible threat, Presidential Decision Directive 39 directs the FBI to become the lead agency. Local and state responders will coordinate in their functional responsibilities with the FBI.
2. Consequence Management (recovery): includes measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism.
 - a. On the local level, Emergency Management is responsible for the Consequence Management of the operation.
 - b. When the incident is beyond local capability, the State of Nebraska will provide assistance, as required.
 - c. When the incident is identified as a terrorist act, Presidential Decision Directive 39 states that the Federal Emergency Management Agency will retain federal responsibility for Consequence Management.

C. Conditions

1. Concern or an actual threat of terrorism: may prompt precautionary measures. A credible threat scenario will initiate a threat assessment led by the Federal Bureau of Investigation.
2. Significant threat or act of terrorism: will cause response and implementation of Crisis Management as described in this Appendix. Consequence Management may be initiated to support responders and to protect health and safety of the community's citizens.

III. ASSUMPTIONS AND PLANNING FACTORS

- A. All communities are vulnerable to acts of terrorism.

- B. Terrorist events may occur with little or no warning and involve one or more of a variety of tactics to include WMD, bombing, hostage taking, etc.
- C. The fact that an emergency situation was a result of a terrorist act may not be determined until days, weeks, or months after the event has occurred.
- D. The local Emergency Management organization is based on a broad, functionally oriented, multi-hazard approach to disasters that can be quickly and effectively integrated with all levels of government.
- E. No single agency at the local, state, federal, or private level possesses the expertise to act unilaterally in response to threats/acts of terrorism, particularly if weapons of mass destruction are involved.
- F. Terrorism against a large population may overwhelm local and state government almost immediately; major events involving WMD may overwhelm federal capabilities as well.
- G. If protective capabilities are not available, responders cannot be required to put their own lives at risk in order to enter a perimeter contaminated with nuclear, biological, or chemical (NBC) material. It is possible that the perimeter will be closed until the effects of the NBC material have degraded to levels that are safe for first responders.

IV. CONCEPT OF OPERATIONS

A. Hazardous Analysis

Emergency Management, in coordination with law enforcement and any other appropriate agencies, should conduct a Hazards Analysis to identify facilities/individuals, essential services, and activities that might be at risk from terrorism.

B. Initial Response To Terrorism

1. Once it is suspected or determined that the incident may have been a result of a terrorist act, the following agencies will be notified:
 - a. Federal Bureau of Investigation
 - b. Nebraska State Patrol,
 - c. Nebraska Emergency Management Agency,
2. In responding to any terrorist event in a local community, the Incident Management System (IMS) will be utilized to effectively organize and integrate the various disciplines into one multi-functional organization.

3. The local Emergency Management organization will provide the framework under which local resources will be coordinated and deployed to support response efforts; EM will also be responsible for coordinating recovery efforts from a terrorist incident.

C. Site Assessment

1. The area will be quickly evaluated in terms of responder safety and public health in order to identify the need to implement protective actions.
2. The need for protective equipment by response personnel will be assessed.
3. Evacuation or in-place protection of the general population in the affected area will be determined.
4. When a secondary device is suspected or discovered, the area must be evacuated immediately.
5. Security and access control measures in and around the disaster site will be implemented immediately by first responders to ensure public and responder safety as well as facilitate response and recovery initiatives.
6. Local law enforcement will immediately begin working with all responders to ensure that the crime scene is preserved to the maximum extent possible.

D. Beyond Local Capability

1. Response to a terrorist event will involve multiple jurisdictions and levels of government. Upon arrival of state and federal resources at the local scene, response and recovery operations will be structured to include federal, state and local representation.
2. The overall lead agency after a terrorist act will be the FBI with primary responsibility for Crisis Management. FEMA will be the Federal Coordinating Agency for Consequence Management. In both cases, the FBI and FEMA will work in consultation with local, state, and other federal liaisons and agencies.

E. Command Structure

The Unified Command (UC) will incorporate multi-levels of response similar to the Incident Management System already functioning at the local level. Members of UC are jointly responsible for the development of objectives, priorities, and an overall strategy to effectively address the situation.

F. Crisis Management - Unified Command

1. All agencies involved in emergency response in the field report to one Unified Command Post and follow one Incident Action Plan (IAP).
2. Factors determining agencies responding will be:
 - a. The terrorist tactics employed,
 - b. The challenges presented by the scope and nature of the incident,
 - c. The target group involved,
 - d. The response and recovery capabilities of the community impacted.
3. The Operations Section Chief, designated by the Unified Commander, will be responsible for the implementation of the Incident Action Plan. The designation of the Operations Section Chief is based on a variety of factors that may include such things as:
 - a. Existing statutory authority,
 - b. Which agency has the most involvement for that operational period,
 - c. The amount of resources involved,
 - d. Mutual knowledge of the individual's qualifications.

G. Joint Operations Center:

The FBI Field Office responsible for the incident site can modify its Command Post to function as a Joint Operations Center (JOC). Selected local, state, and federal Consequence Management agencies may be requested to serve in three areas at the JOC:

1. Command Group (multi-agency),
2. Support Group (media – public information functions),
3. Consequence Management Group (liaisons).

H. Consequence Management

1. As the terrorism event unfolds, local Emergency Management and the Nebraska Emergency Management Agency will each conduct operations at their respective Emergency Operations Centers. Procedures for coordination between local and state agencies will be maintained as in any other disaster.

2. Local representatives may be requested to serve in the Joint Operations Center structure as established by the FBI.

I. Technical Support

1. Once federal authorities have been notified of a suspected, threatened, or actual terrorist incident, both the FBI and FEMA can request federal agencies to support operations. These agencies/teams will be comprised of members who have the technical expertise to deal with a full range of terrorist tactics to include nuclear, biological, and chemical incidents.
 - a. The FBI may deploy a Domestic Emergency Support Team (DEST) to provide expert advice/assistance to the on-scene commander in the event of a major terrorism event.
 - b. FEMA can activate a Catastrophic Disaster Response Group (CDRG), rapidly deploy an Emergency Support Team (EST) to the scene, and/or request response of federal agencies that have been assigned duties under the functions of the Federal Response Plan.
2. Local and state specialized teams (i.e., hazardous materials, crime narcotics, gang, hostage, etc.) who have skills and equipment to support these operations will assist federal teams, as directed.

J. Preserving The Crime Scene

1. Because of the nature of terrorist acts involving a variety of tactics, law enforcement personnel will work with other responders to:
 - a. Preserve the crime scene while developing strategies to protect response personnel,
 - b. Carry out life-saving actions,
 - c. Implement necessary protective actions,
 - d. Define and contain the hazard.
2. First responders become potential witnesses, investigators, and sources of intelligence in support of the crime scene investigation. As such, they should be trained in looking at all incidents as a potential crime scene that may provide evidence in determining the cause of the event and in identifying the responsible parties. First responders will have to review and modify their response procedures to ensure that the crime scene can be preserved to the extent possible without compromising functional responsibilities or standards of service.

K. Accessibility Policies

1. Once the life-saving activities and investigation of the crime scene are completed and the area is considered safe, the area will be made accessible to damage assessment teams, restoration teams, property owners, insurance adjusters, media, etc. However, access to the area may still be limited depending on the extent of damage sustained, general conditions of the area, and who is requesting access.
2. Accessibility and reentry policies will be developed in cooperation with the appropriate local, state, and federal officials. Policies will define:
 - a. Who will be given access to the damaged areas,
 - b. Any time restrictions regarding access,
 - c. Whether escorts will be necessary,
 - d. What protective equipment will be required, if any, to enter the area.
3. Methods to facilitate identification and accountability of emergency workers, media, property owners, insurance adjusters, etc. will also be developed for safety and security purposes, utilizing some system of colored badges, name tags, arm bands, etc. Security personnel will be responsible for enforcing these policies and procedures.
4. Areas on site that pose a potential hazard or risk will be identified and cordoned off with the appropriate isolation and warning devices.

V. RESPONSIBILITIES

A. Crisis Management:

There are Crisis Management procedures that are unique in responding to a terrorist act.

1. Law Enforcement, lead by the FBI is responsible for the definition of the perimeter, control of access to the area, investigation of the crime and the collection of physical evidence.
2. Fire Service is responsible for fire suppression, search and rescue and hazardous materials response to the level of their training and equipment. See Annex F.
3. Emergency Medical is responsible for triage, treatment and transport of victims. See Annex G.

4. Public Works is responsible for debris removal, utilities, and to aid in traffic management. See Annex K.

B. Consequence Management

Emergency Management is responsible for coordinating public information, damage assessment, sheltering, volunteer coordination, human services, and resource management.

VI. ADMINISTRATION AND LOGISTICS

A. Records

All agencies will maintain records of their expenses incurred in response and recovery activities to a terrorism event.

B. Training

Emergency Management training for response and recovery to terrorism is available to jurisdictions by contacting the Training Office at the Nebraska Emergency Management Agency in Lincoln.

C. Exercising

After the planning and training elements on counter-terrorism have been completed, an exercise addressing potential threats in the community should be conducted.

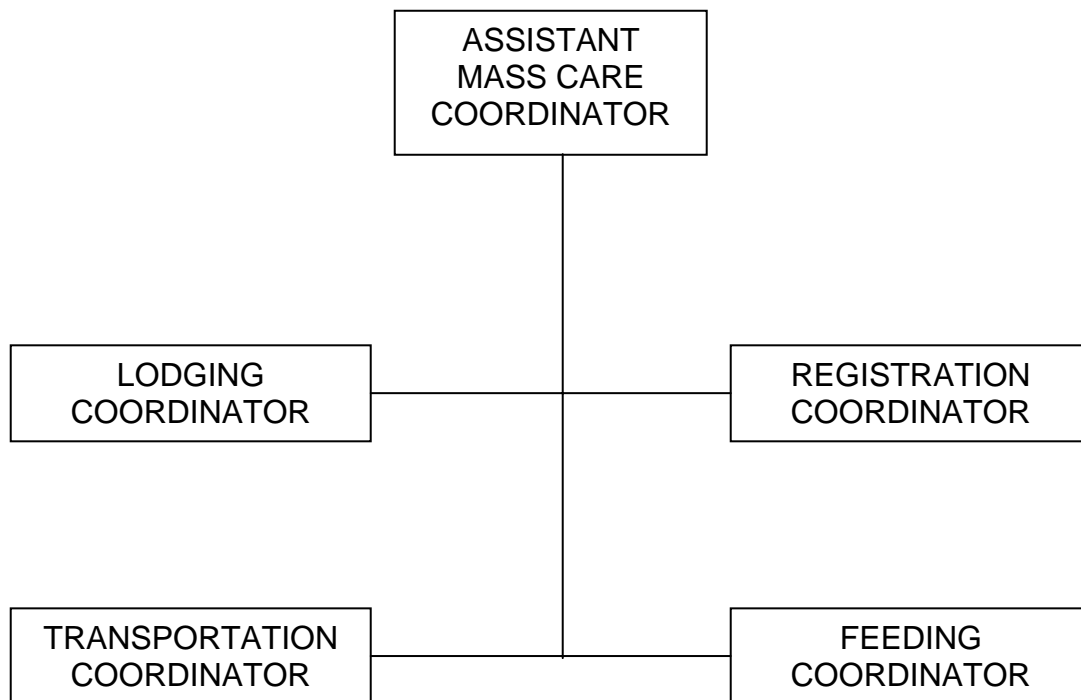
D. Annex Maintenance

The Cass County Emergency Management Director will be responsible for maintenance and improvement of this Appendix. The Appendix will be reviewed and updated as necessary but not less than annually.

MASS CARE



EMERGENCY MANAGEMENT ORGANIZATION



MASS CARE

I. PURPOSE

The purpose of this Annex is to establish plans, procedures, policy and guidelines for the providing of temporary lodging, feeding, and general welfare of persons forced to leave their homes due to any kind of emergency, disaster or precautionary evacuation.

II. SITUATION

- A. The Cass County Emergency Management Director has identified numerous hazards that could cause an evacuation of some portion of Cass County. See Annex E. Although the county has a resident population of approximately 24,900, there is no conceivable hazard which would require mass care of the full population. The most likely scenarios range from a few families to as many as 300 persons which could result from floods along the Platte and Missouri Rivers.
- B. Transient population needing mass care could be motorists stranded due to a sudden blizzard or the overnight occupants of the nearly 100 motel/hotel beds if an accident or disaster requires their evacuation. Motel facilities are located along Interstate 80 in the northwest part of Cass County.
- C. Buildings with a capability to lodge and feed evacuees are identified by the Cass County Emergency Management Agency Director or the Red Cross.

III. ASSUMPTIONS AND PLANNING FACTORS

- A. The Heartland Chapter of the American Red Cross will manage and coordinate mass care operations. Cass County and local government will support all mass care activities, particularly as the requirements becomes greater and the Red Cross nears its limit in resources.
- B. Other professional and volunteer organizations which normally respond to disaster situations will do so.
- C. Assistance from outside the county through mutual aid agreements and from state and federal level emergency oriented agencies may be available.
- D. Facilities planned for mass care use will be available at the time of need. Lodging facility capacities are based on 40 - 60 square feet per space.

- E. Experience has shown that under localized emergency conditions, a high percentage (50 percent or more) of evacuees will seek shelter with friends or relatives rather than go to established shelters.
- F. Essential public and private services will be continued during a mass care situation. Normal activities in some schools and churches may have to be curtailed or discontinued.
- G. If the threat of an evacuation is due to a visible hazard or has been discussed in the media, some spontaneous evacuation will occur prior to an implementing order. Therefore, mass care operations may have to commence early in any disaster period.

IV. ORGANIZATION/RESPONSIBILITIES

The ultimate responsibility for the care of evacuees in Cass County rests with local governments. In most emergencies, some level of government support will be required. The appropriate City/Village Cass County Emergency Management Liaison with the support of the Cass County Emergency Management Director will act for their jurisdictions in coordinating mass care activities until the Red Cross can respond.

A. Cass County Emergency Management Director

The Cass County Emergency Management Director or designee will be responsible for identifying appropriate lodging and feeding facilities, coordinating utilization of transportation resources, supporting registration of evacuees, and overseeing lodging and feeding operations. Depending on the magnitude of mass care requirements, the Cass County Emergency Management Director may appoint additional mass care staff.

B. Heartland Chapter American Red Cross

The Heartland Chapter of the American Red Cross will carry-out the Mass Care coordination function. The nature and scope of the emergency will determine specific actions to be taken by the Red Cross, but in any case, the Red Cross will be responsible for carrying out its mandated responsibilities as indicated in the Act of Congress, January 5, 1905, as amended, 36 U.S.C. The Red Cross will not assume responsibility for government functions but will support state and local government and will provide assistance to individuals and families as indicated and within the realm of existing Red Cross disaster relief policies. Red Cross will coordinate registration of evacuees, shelter, feeding and other support as the situation may indicate. The Red Cross will be responsible for only those costs committed by its authorized representative.

C. Supporting Organizations

1. The Salvation Army and other disaster relief organizations may support mass care operations as provided for in their plans and procedures.
2. The USDA County Emergency Board (CEB) maintains a listing of food, feed, and seed facilities located within the county which may be of assistance for mass care operations.

V. CONCEPT OF OPERATIONS

A. American Red Cross Functions

The Heartland Chapter of the American Red Cross will manage lodging and mass feeding operations. They will work with the Cass County Emergency Management Director to ensure effective coordination of resources. Red Cross activities will be in accordance with the current ARC Disaster Guidelines and Procedures Series - ARC 3000.

1. Temporary Sheltering: when shelter facilities are opened by the Red Cross, it will be the responsibility of the Red Cross to maintain all functions and staffing according to Red Cross policy. Some functions will be:
 - a. Provide shelter managers,
 - b. Select shelter sites in coordination with the Cass County Emergency Management Director and have a signed shelter agreement between ARC and the facility management,
 - c. Provide food service,
 - d. Provide disaster health service through Red Cross staff in cooperation with the Emergency Medical Services and the Public Health Coordinators. Services may include first aid, replacement of medication, immunizations, mental health services etc.,
 - e. Maintain records,
 - f. Staff Lodging,
 - g. Maintain Red Cross shelter identity,
 - h. Maintain order,
 - i. Provide evacuee locator and welfare inquiry services,

- j. Establish first aid stations in reception and care facilities, as necessary.
- 2. Feeding: as needed, meals and snacks will be provided to evacuees and workers through both mobile units and fixed feeding sites. Red Cross will be responsible for meal planning, coordination of mobile feeding, identifying feeding sites and resources for the procurement of food and related supplies. Some specific functions will be:
 - a. Select feeding sites in coordination with the Cass County Emergency Management Director,
 - b. Request health inspections through the Public Health Coordinator,
 - c. Procure food and supplies,
 - d. Maintain records and reports,
 - e. Provide and maintain mobile feeding units.
- 3. Registration: the Red Cross will accomplish registration of evacuees, and as applicable, will share numbers with appropriate government agencies concerning those evacuees who are housed in Red Cross shelters.

B. Salvation Army Functions

The Salvation Army at Omaha or Lincoln may provide the following support during mass care operations.

- 1. Registration and identification of victims: missing persons services, locating individuals and answering inquiries from concerned relatives and families outside the disaster area.
- 2. Mass feeding in Salvation Army temporary facilities assigned for that purpose.
- 3. Mobile feeding, hot meals or snacks, for disaster victims and emergency workers at the disaster scene.

C. Lodging/Feeding Facilities

- 1. Selection: the designation of specific lodging and feeding facilities will depend on the actual situation and the location of the hazard area. Selected facilities will be located far enough from the hazard area so that there is no possibility of the threat extending to the mass care facility. The best possible facilities will be selected from lists maintained by the Red Cross.

3. Agreements: agreements for use of some facilities have been obtained by the Red Cross. The Cass County Emergency Management Director will obtain permission from owners to use other facilities as required.
4. Special Needs: selection and operations of temporary lodging facilities for institutionalized or special needs groups (nursing homes, hospitals, etc.) will be coordinated with those organizations to ensure the facilities are adequate.

D. Implementation

Provisions of this plan concerning mass care will be implemented as soon as a need for temporary sheltering or feeding is noted. While a coordinated government/Red Cross decision is desirable, the Red Cross may independently activate their operations.

1. Preparedness Phase: communications will be established with all agencies. Essential personnel, including volunteers, will be alerted and required material resources (cots, blankets, food, etc.) located and prepositioned, if necessary.
2. Response Phase: In the event of a major disaster action will commence to receive evacuees. Initial action will include opening the Registration Center and selected lodging/feeding facilities.

- E. Registration will be conducted at the designated lodging facilities in accordance with Red Cross procedures. If it is necessary for shelters to be opened before the Red Cross is available to begin registration, local officials may make copies of the registration form, Attachment 1, to begin the process.

F. Welfare Inquiries

The Red Cross may establish Family Services Providing Emergency Assistance to answer requests from relatives and friends concerning the safety and welfare of evacuees or those in disaster areas. Incoming and outgoing traffic will generally be handled by the Plattsmouth Amateur Radio Club and the Civil Air Patrol. Welfare search missions will be carried out by local volunteer groups in Cass County. Welfare inquiry listings, along with registration listings, will be coordinated with the EOC and law enforcement agencies for comparison with missing persons lists.

G. Emergency Public Information

The American Red Cross and the Cass County Emergency Management Director will coordinate with the Cass County Public Information Officer to ensure that the public is kept informed about location of mass care facilities, places of contact for missing relatives, and continued emergency services.

H. Resource Support

The Cass County Emergency Management Director will determine transportation and other resource needs and coordinate utilization of resources. The Cass County Emergency Management Director maintains a resource directory.

VI. ADMINISTRATION AND LOGISTICSA. Records

The Red Cross will maintain records of all expenses incurred by their mass care activities. The Executive Group will ensure that adequate records of local government expenses are maintained.

B. Training

The Red Cross offers training in Shelter Operation Workshop and Family Services Providing Emergency Assistance and will provide these trained persons for disaster operations when requested by the Cass County Emergency Management Director.

LIST OF ATTACHMENTS

<u>Attachment</u>	<u>Title</u>	<u>Page</u>
1	Listing of Mass Care Facilities	I-8
2	Sample Registration Form	I-11

LISTING OF MASS CARE FACILITIES

Map Location	Facility Name	Address	Lodging Capacity	Feeding Capability
<u>Alvo</u>				
1	Methodist Church	124 2nd St	85	No
<u>Avoca</u>				
2	United Church of Christ	302 House St	60	Yes
<u>Eagle</u>				
3	Eagle Public School	200 1st St	1243	Yes
<u>Elmwood</u>				
4	Elmwood Public School	500 W. F St	697	Yes
<u>Greenwood</u>				
5	United Methodist Church	740 Main St	95	Yes
<u>Louisville</u>				
6	Louisville School	200 W. 3rd St	2050	yes
<u>Manley</u>				
7	St Patricks Church	Broadway & NE Spur 13F	215	Yes

LISTING OF MASS CARE FACILITIES – Continued

Map Location	Facility Name	Address	Lodging Capacity	Feeding Capability
<u>Murdock</u>				
8	Murdock Consolidated School	251 Wyoming St	950	Yes
<u>Murray</u>				
9	Conestoga Elem School	102 E. High St	178	Yes
<u>Nehawka</u>				
10	Conestoga Elem School	325 North St	476	Yes
<u>Plattsmouth</u>				
11	Senior High School	1724 8th Ave	1977	Yes
12	St Johns School	520 S. 18th St	252	Yes
13	Middle School, Main Bldg	7th & Main St	792	No
18	Plattsmouth Community Center	6th & Ave A	243	Yes
Total Capacity of listed facilities in Plattsmouth - 3,264				
<u>South Bend</u>				
14	Town Hall	410 Spruce St	26	No
<u>Union</u>				
15	First Baptist Church	302 A St	106	Yes

LISTING OF MASS CARE FACILITIES – Continued

Map Location	Facility Name	Address	Lodging Capacity	Feeding Capability
<u>West Rock Bluff Prec</u>				
16	Conestoga Jr/Sr High School	R13E T11N S21	1474	Yes
<u>Weeping Water</u>				
17	Weeping Water Public School	204 W. O St	1384	Yes
Total Capacity of Listed Facilities in Cass County - 12,303				

* Handicapped Accessible

^ Primary Choices For Feeding Facility

Date In

**REGISTRATION FORM FOR EVACUEES
ASSIGNED TO CONGREGATE CARE HOUSING/VOLUNTEER HOMES**

Date Out

1 _____ (Name-Head of Household)		(Age) _____	(Sex) _____
2 _____ (Spouse)		(Age) _____	(Sex) _____
3 _____ (Family Member)		(Age) _____	(Sex) _____
4 _____ (Family Member)		(Age) _____	(Sex) _____
(Continue On Back If Needed)			
5 _____ (Home Address)		(Telephone #) _____	
6 _____ (Special Physical/Medical Requirements)			
7 _____ (Assigned Housing)		8 _____ (Assigned Feeding)	
9 _____ (Volunteer Home-Name & Address)			
10 _____ NOTIFY IN EMERGENCY		(Address) _____	(Telephone #) _____

.....

Date In

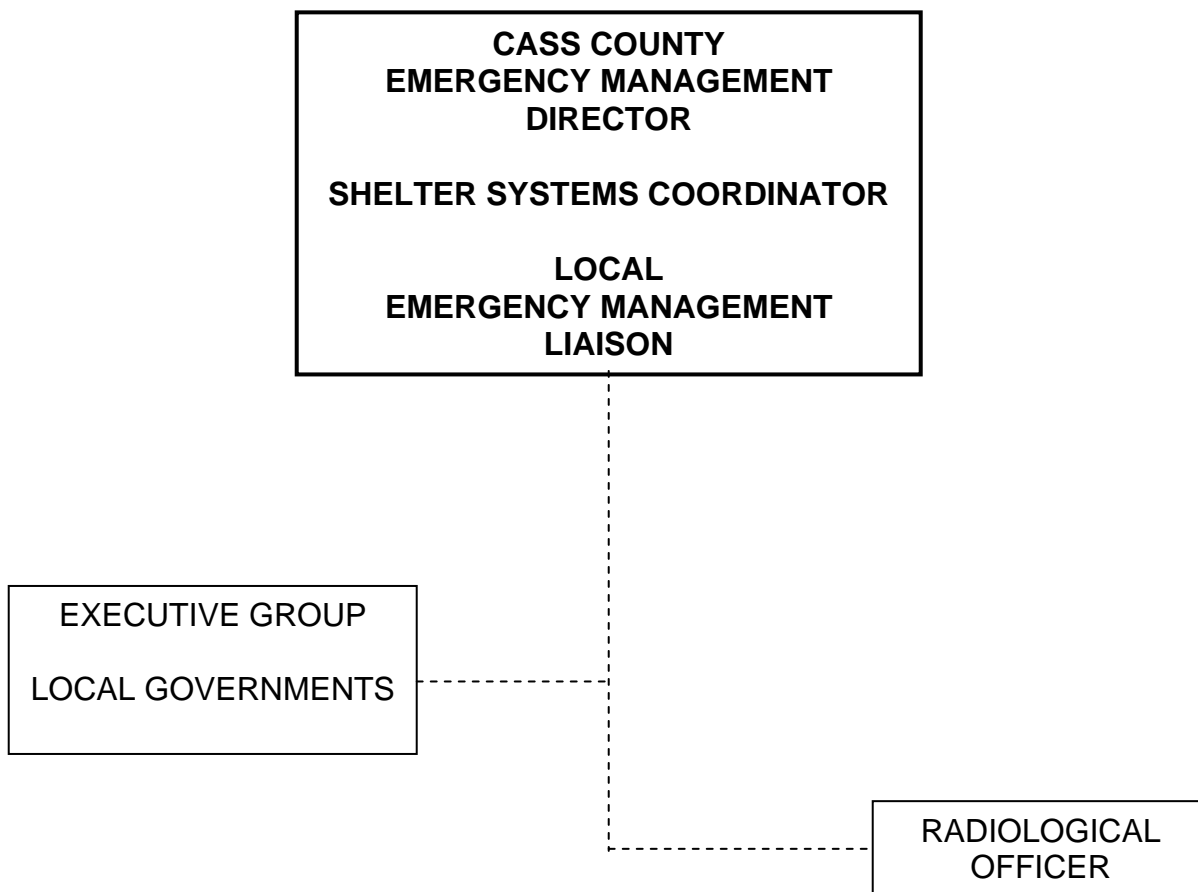
**REGISTRATION FORM FOR EVACUEES
NOT HOUSED IN CONGREGATE CARE HOUSING
(HOUSED WITH FRIENDS/RELATIVES/MOTELS/ETC.)**

Date Out

1 _____ (Name-Head of Household)		(Age) _____	(Sex) _____
2 _____ (Spouse)		(Age) _____	(Sex) _____
3 _____ (Family Member)		(Age) _____	(Sex) _____
4 _____ (Family Member)		(Age) _____	(Sex) _____
(Continue On Back If Needed)			
5 _____ (Home Address)		(Telephone #) _____	
6 _____ (Special Physical/Medical Requirements)			
7 _____ (Assigned Feeding-If Applicable)			
8 _____ (Name of Friend/Relative/Hotel)		(Address) _____	(Telephone #) _____
9 _____ NOTIFY IN EMERGENCY		(Address) _____	(Telephone #) _____

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PROTECTIVE SHELTER



PROTECTIVE SHELTER

I. PURPOSE

The purpose of this Annex is to outline procedures necessary for the protective sheltering of Cass County citizens and transients if severe weather, nuclear crisis, or other hazardous events make it necessary.

II. SITUATION

- A. The single most severe natural phenomena that Cass County and its communities are susceptible to requiring the use of protective shelter is the destructive effects of tornadoes. There are NO identified public tornado shelters in Cass County.
- B. Although not specifically identified as tornado shelters, there are enough public buildings in the urban areas to provide protection for that segment of the public not at home when a tornado warning is received. These buildings will generally be open during daytime "working" hours.
- C. There are a number of other natural phenomena identified in the hazard analysis which, while posing a potentially severe threat, would require minimal, if any, protective shelter.

III. ASSUMPTIONS AND PLANNING FACTORS

- A. If the need arises, sufficient warning time will exist to enable residents to go into protective shelter.
- B. Buildings planned for use as protective shelter will be available at the time of need.
- C. Protective shelter actions in the event of severe weather will be short term, spontaneous, and consist primarily of a relatively small sector of the county residents seeking immediate shelter. Minimal governmental action will be required.

IV. ORGANIZATION/RESPONSIBILITIES

A. Organization

Protective sheltering programs in the various communities may be carried out by the Cass County Emergency Management Director assisted by local Emergency Management Liaisons, where appointed.

B. Responsibilities

Some general activities which should be accomplished on a continuing basis are:

1. Maintain current listing of shelter facilities,
2. Maintain current listing of shelter resources needed (i.e., supplies, equipment, material).

V. CONCEPT OF OPERATIONS

A. Tornado Warning

In providing for the protection of the population from tornadoes or any other violent weather phenomena, there are a number of actions which should be taken.

1. In general, climatological conditions which are conducive to the formation of tornadoes can be recognized. When these conditions exist, the National Weather Service will issue a tornado WATCH. If the WATCH area includes Cass County, or any portion of the county, that information will be transmitted to the public by both radio and television. During a tornado WATCH condition, people can continue their normal activities.
2. If a tornado is indicated by radar or actually sighted, a tornado WARNING will be issued. The WARNING will include:
 - a. The location where the tornado has been sighted,
 - b. The tornado's estimated speed and the general direction in which it is moving,
 - c. A time span during which the tornado poses an actual threat.
3. When a tornado WARNING is issued, people in the threatened area should immediately seek shelter and remain there until the WARNING period has expired and no further WARNINGS have been issued. A WARNING period could be extended because:
 - a. The existing tornado may persist for a longer period than originally estimated, or
 - b. There may be additional sightings.

B. Tornado Shelter Policies/Actions

Basic policies should be established governing public actions in the event of a tornado warning or strike. The Cass County Emergency Management Director in coordination with the Public Information Officer will ensure that the public is made aware of the policies. The policies are:

1. People in public buildings when a tornado WARNING is issued will remain in the building seeking shelter in the safest area of the building. Generally, the basement will provide the best overall protection. If there is no basement, small span rooms close to the center of the building on the lowest floor will provide the best protection.
2. People outdoors on foot or in vehicles should immediately go to the nearest building perceived capable of providing protection.
3. People in homes should stay in the homes seeking shelter in the safest area. The basement usually offers the greatest protection. If there is no basement, a room in the center of the house, such as a bathroom, will provide the best protection.
4. Mobile homes, even those that are "tied down", provide practically no protection from extremely high winds and/or tornado activity. If a severe weather situation arises dictating taking protective shelter actions, mobile home residents who are at home will immediately take shelter in the tornado shelter facility nearest their park.
5. People living in rural areas should seek shelter in their homes or storm cellars if available. People in vehicles should not try to outrun a tornado. Generally, it is best to leave the vehicle and seek shelter in a ditch or culvert. If this is done, there is a need to be alert to the danger of flash flooding from the rainfall that usually accompanies tornado conditions.
6. People congregated in large open area activities should, if during daytime, proceed to the nearest building area for protection, or, if at night, go to buildings which are open or to their homes.
7. Rural residents attending open area activities such as sporting events or the county fair should not attempt to drive home unless the direction of travel is absolutely ascertained to take them away from the known tornado area. Even then, severe weather phenomena usually accompanying a tornado condition could pose a severe driving hazard. Urban residents are encouraged to provide shelter in their homes if public buildings are not open.
8. During night time hours, people in public buildings, such as theaters, restaurants, recreational facilities, auditoriums, and schools for sporting or social events should remain in the building and seek protection in what is

perceived to be the safest area of the building. Generally, a basement will provide the best overall protection. If there is no basement, small span rooms close to the center of the building on the main floor will provide the best protection. Large, wide span rooms, corridors with exterior doors, and rooms with many windows should be avoided.

9. Special Population Groups

- a. School children: when schools are in session, school children, teachers, and staff should respond as directed by an existing school disaster/tornado plan for protection during a tornado. If a specific plan does not exist, teachers will gather the students in the most solid area of the school structure such as rest rooms or interior corridors without exterior openings. Large span rooms such as auditoriums, gymnasiums, or corridors that do have exterior openings and rooms with windows should not be used. If the school structure does not have protective capability and time permits, school children should be moved to the nearest structure which would provide protection.
- b. Nursing homes: ambulatory residents should be moved to the area of the building providing the best protection such as the basement or a small span interior room on the main floor. Residents who cannot be moved should be protected in their rooms by the best method available.
- c. Recreation Areas: visitors to state parks and other facilities should respond to a tornado warning in accordance with the current safety plan for those parks or facilities.

C. Hazardous Materials Incident

In the event of a HazMat spill or accident, it is sometimes safer to keep affected citizens inside with doors and windows closed. A warning should be given to:

- 1) Move inside,
2. Close all doors, windows, dampers, fans,
3. Shut off all ventilation systems,
- 4) Move to a small room and seal the door and windows with plastic and tape,
and
5. Tune your radio to the EAS station.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. Public Tornado Shelter: There are currently NO identified public tornado shelters in Cass County.
2. Special Facilities: The Cass County Emergency Management Director may assist school officials, administrators of hospitals and nursing homes, and directors of other special institutions in determining the safest area in their facility or, of the nearest protective facility. The Cass County Emergency Management Director may also aid in the development of a disaster plan for their facility.

B. Logistics

Records of supplies, materials, and equipment used will be maintained to assist the Resources Coordinator in making a determination of resources remaining and to support requests for outside assistance (Reference: Annex L).

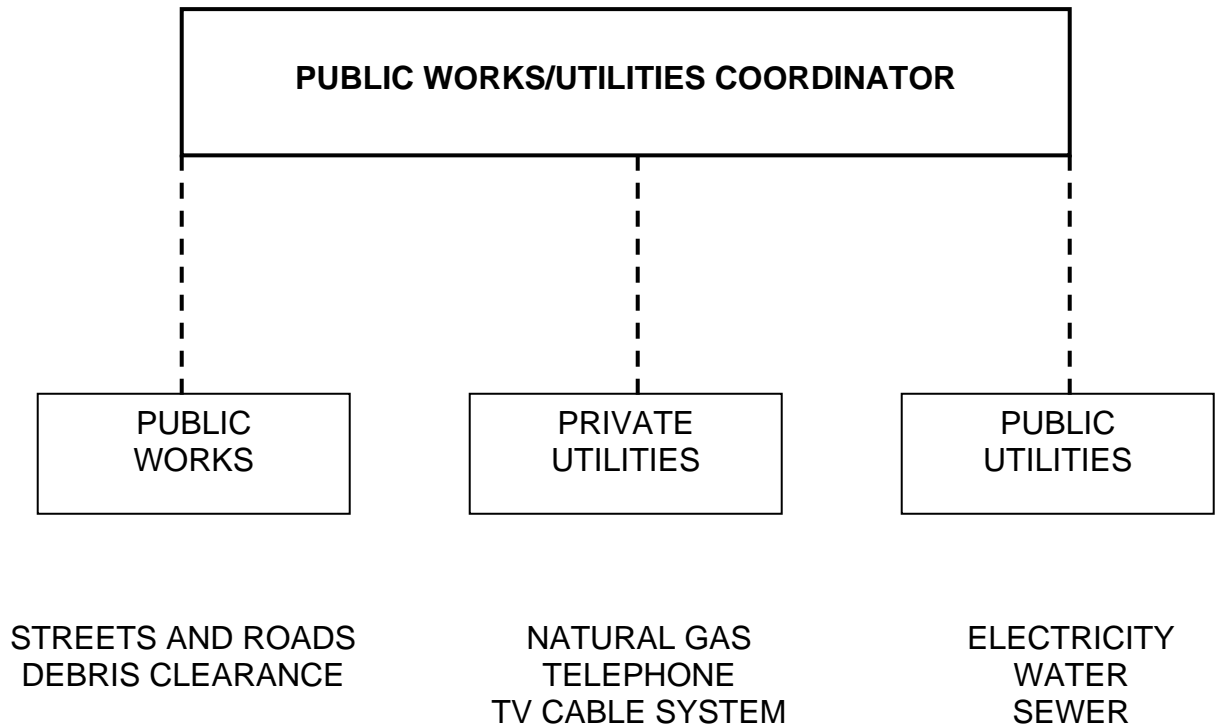
- C. Training The Cass County Emergency Management Director will encourage the development of training exercises and drills for the various public institutions. Upon request, the Director will conduct briefings and will advise and assist in developing emergency plans and conducting exercises (drills).

D. Public Education

The Cass County Emergency Management Director will work directly with the Public Information Officer to provide:

1. Periodic spot announcements to the public on pertinent aspects of the protective shelter program.
2. Ensure availability and currency of information to be provided the public in the event a protective shelter situation arises.

PUBLIC WORKS / UTILITIES



----- COORDINATION

PUBLIC WORKS/UTILITIES

I. PURPOSE

The purpose of this Annex is to provide plans and procedures for:

- A. The continuation or restoration of those public services essential for basic human needs.
- B. Debris removal and restoration of public access.

II. SITUATION

Cass County and its communities are subject to a number of natural and man-made hazards which could result in the disruption of public works/utility services to the population, limit the movement of portions of the resident population, or have a general deterring effect on the safety and welfare of the people.

III. ASSUMPTION AND PLANNING FACTORS

- A. The continued operation of public works and utility services throughout Cass County is essential for effective and efficient response and recovery actions to any disaster situation.
- B. The primary responsibilities of both county and urban public works departments will be the restoration and maintenance of essential public services.
- C. Private utility companies will cooperate with government services.
- D. The Cass County Roads Department and each town's street department will maintain roads/streets in a condition to facilitate traffic movement.
- E. Assistance from outside the county will be available through mutual aid and other existing agreements.

IV. ORGANIZATION/RESPONSIBILITIES

- A. The Cass County Highway Superintendent will serve as the Public Works/Utilities Coordinator. This Coordinator will be a member of the EOC staff for the purpose of collecting information and ensuring coordination among the Executive Group, various department heads, and government/private utilities.
- B. Each of the individual departments within the Public Works/Utilities function will be responsible for emergency/disaster operations within their normal operational

areas. Specific disaster procedures will be outlined in departmental Standard Operating Guidelines (SOG).

C. Mutual aid resource support will be coordinated by each department.

D. Private utilities are responsible for restoration of their services.

V. CONCEPT OF OPERATIONS

Generally, department heads will continue to operate from their daily location, but their primary action during disaster operations will be to assess damage, then prioritize and restore interrupted services. The Public Works/Utilities Coordinator may work with each affected department head in coordinating recovery from the disaster.

A. Specific actions of the Public Works/Utilities Coordinator may include, but are not limited to:

1. Coordinate with the head of affected organizations, both public and private.
2. May assist departments in determining staging areas for incoming assistance and coordinating mutual aid support.
3. Gather information on damage in the public works/utilities area:
 - a. Assess general damage in the public works/utilities area by obtaining damage reports from affected departments; present summary to the Executive Group at EOC briefings.
 - b. Ensure departments are documenting actual damage with photographs that can later be used for disaster assistance requests. Pictures of debris piles should also be taken before disposal of the debris; dimensions need to be included with the photos.
 - c. Alert departments to track disaster operation expenses. Examples of fiscal expenditures which should be recorded, fully detailed, and maintained are:
 - 1) Personnel costs, including:
 - a) Department employee overtime,
 - b) Additional help hired for disaster-related work.
 - 2) Equipment:

- a) Hours of actual use of department equipment in disaster operations,
 - b) Rental or lease equipment.
- 3) Materials and supplies, from stock or purchased, that are used in direct support of emergency operations and recovery actions.
- 4) Ad hoc contracts entered into for emergency operations and recovery actions.
- 4. Attachment 1 to this Annex lists the providers of public works and utilities services in each community in Cass County. If needed, the Public Works/Utilities Coordinator may work with department heads and the EOC in prioritizing restoration service.
- 5. Subsequent to a situation which has caused general structural damage, in coordination with inspectors, ensure that all affected structures, public and private, are inspected for safety and habitability.
- 6. Attend EOC briefings.
- 7. Departments under the various public works/utility functions that are not directly involved in disaster operations may be asked by the Public Works/Utilities Coordinator to provide support in restoration/recovery activities.

B. Restoration of Services

The Public Works/Utilities Coordinator will ensure that the following is accomplished, as applicable to disaster recovery:

1. Public Works

a. Roads and Street Departments

- 1) Assess damage to streets and roads.
- 2) May assist in establishing detour routings; provide barricades for traffic control.
- 3) Provide priority service/repair to roads and streets designated as primary evacuation routes or to those needed for emergency vehicle traffic for initial disaster response.
- 4) Make emergency repairs, then permanent repairs on roads/streets, bridges, other structures.

- 5) If weather conditions dictate, early implementation of existing snow removal plans will be accomplished. Planning for snow removal will include expanding snow removal activity to facilitate movement of vehicles supporting emergency operations

b. Debris Clearance and Trash Removal

- 1) Clear fallen debris from streets and roads.
- 2) Remove debris from public and private property (as established by jurisdiction's policy) and transport to selected sites for disposal.

2. Utilities

The Public Works/Utilities Coordinator will ensure timely restoration of interrupted community power, natural gas, water/sewer, and telephone service. This may include, but is not limited to, the following:

- a. Ensure utility repairs are made, as prioritized, to key facilities necessary for disaster operations.
- b. Provide emergency power. Existing emergency power systems will be checked and refueled as needed during any disaster. Action will be taken to ensure that emergency power is available for at least the key facilities listed in Annex C, Attachment 1, if electricity cannot be restored to all of the community.
- c. Provide adequate supplies of potable water and identify sources of additional supplies, if needed.

VI. ADMINISTRATION, LOGISTICS, AND TRAINING

A. Administration

A record of costs and expenses incurred in direct support of an emergency or disaster situation will be maintained to support subsequent reimbursement claims to State and Federal government.

B. Training

The individuals responsible for disaster public works/utilities functions will participate in training exercises conducted for the Emergency Operations Center Staff.

C. Plan Maintenance

1. The Public Works/Utilities Coordinator will be responsible for annually reviewing this Annex; this review may include input from each public works/utility department head. Revisions to this Annex will be submitted to the Cass County Emergency Management Director for inclusion in LEOP updates/revisions.
2. Public Works/Utilities Department supervisors will also be responsible for preparing and maintaining Standard Operating Guidelines (SOGs) for disaster operations within their respective department.

LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
1	Public Works/Utility Services	K-7

PUBLIC WORKS/UTILITY SERVICES

Alvo

- A. Omaha Public Power District
- B. N/A
- C. Village
- D. N/A
- E. Alltel
- F. Village

Avoca

- A. Omaha Public Power District
- B. Aquila
- C. Village
- D. Village
- E. Alltel
- F. Village

Cedar Creek

- A. Omaha Public Power District
- B. Aquila
- C. Village
- D. Village
- E. Alltel
- F. Village

Eagle

- A. Omaha Public Power District
- B. Aquila
- C. Village
- D. Village
- E. Alltel
- F. Village

Elmwood

- A. Omaha Public Power District
- B. Aquila
- C. Village
- D. Village
- E. Alltel
- F. Village

Greenwood

- A. Greenwood Power
- B. Aquila
- C. Village
- D. Village
- E. Alltel
- F. Village

Louisville

- A. Omaha Public Power District
- B. Aquila
- C. Village
- D. Village
- E. Alltel
- F. Village

Manley

- A. Omaha Public Power District
- B. Northern Natural Gas
- C. Village
- D. Village
- E. Alltel
- F. Village

Murdock

- A. Omaha Public Power District
- B. Aquila
- C. Village
- D. Village
- E. Alltel
- F. Village

Murray

- A. Omaha Public Power District
- B. Aquila
- C. Village
- D. Village
- E. Alltel
- F. Village

PUBLIC WORKS/UTILITY SERVICES (continued)

Nehawka

- A. Omaha Public Power District
- B. Aquila
- C. Village
- D. Village
- E. Alltel
- F. Village

Plattsmouth

- A. Nebraska Public Power District
- B. Aquila
- C. Village
- D. Village
- E. Alltel
- F. Village

South Bend

- A. Omaha Public Power District
- B. N/A
- C. Village
- D. Village
- E. Alltel
- F. Village

Union

- A. Omaha Public Power District
- B. N/A
- C. Village
- D. Village
- E. Alltel
- F. Village

Weeping Water

- A. Omaha Public Power District
- B. Aquila
- C. Village
- D. Village
- E. Alltel
- F. Village

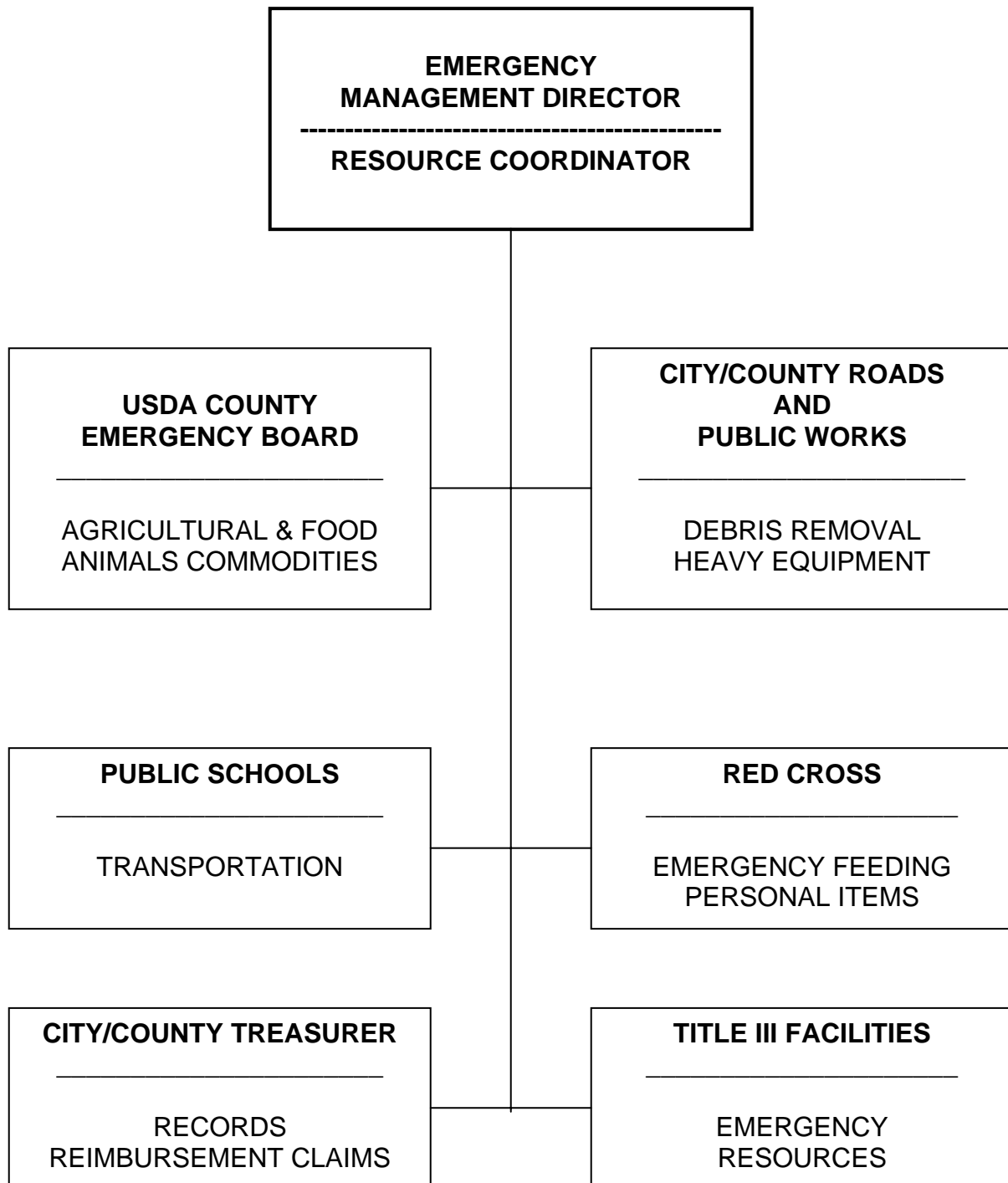
Rural

- A. OPPD – Primary
NPPD - Secondary
- B. N/A
- C. Various Rural Water Districts
and Private Wells
- D. N/A
- E. Alltel
- F. Cass County
Highway Superintendent

LEGEND

- A. ELECTRICAL SERVICES PROVIDED BY:
- B. NATURAL GAS SERVICE PROVIDED BY:
- C. WATER SERVICE PROVIDED BY:
- D. SEWAGE SERVICE PROVIDED BY:
- E. TELEPHONE SERVICE PROVIDED BY:
- F. STREET/ROAD MAINTENANCE BY:

RESOURCE MANAGEMENT



RESOURCE MANAGEMENT

I. PURPOSE

To provide guidelines for the procurement, storage, control, and allocation of materials and equipment, and for the coordination of a volunteer labor force which could be required in the event of a disaster situation within Cass County.

II. SITUATION

- A. The Cass County Hazard Analysis or Cass County Emergency Management Agency has identified a number of hazards which could occur and cause extensive damage to both public and private property requiring a coordinated management of resources within the County.
- B. Cass County, its communities, agencies, and businesses have sufficient resources to support activities associated with most emergency or disaster operations. A resource listing is maintained by the Cass County Emergency Management Agency Director.

III. ASSUMPTIONS AND PLANNING FACTORS

- A. If the need arises, local government will assume control of and ensure appropriate and equitable distribution and use of existing resources. Rationing will be implemented, if necessary.
- B. County, cities, and villages will support resource actions as needed.
- C. Para-professional and volunteer agencies will provide resource support (equipment and manpower) within their capabilities.
- D. Each facility that reports under Title III requirements has an emergency response plan that lists their available emergency resources. This list may also be available at local fire departments.
- E. Assistance will be available from other counties through mutual aid agreements.
- F. Citizens within Cass County and neighboring areas will volunteer to support the recovery efforts following a disaster. Coordination of these volunteers will be assigned to a Volunteer Coordinator who will work with the Resource Coordinator.
- G. Following a local declaration of emergency, support may be available through state emergency resources to supplement local deficiencies, critical requirements, and replacement of expended emergency resources.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. The Cass County Extension Agent has been appointed as the Resource Coordinator and is responsible for the overall Resource Management activities within the county and is a member of the Emergency Operating Center (EOC) Staff. The Resource Coordinator will:
1. Advise the Executive Group on current status and recommend actions to be taken (i.e., implementing emergency ordinances required for price controls, procuring equipment, rationing, etc.).
 2. Initiate and control actions needed to comply with the desires and decision of the Executive Group.
 3. Coordinate the actions of the various agencies, offices, groups, and individuals involved with utilization and control of local resources.
 4. Maintain an inventory of available resources and recommend to the Executive Group the most efficient use of existing/remaining resources.
 5. On direction of the Executive Group, assume direct control of resources identified as critical items to assure most efficient utilization.
- B. Because of the potential magnitude and complexity of the resource program, the Resource Coordinator may select a supporting staff.
- C. A Volunteer Coordinator may be named to work with the Resource Coordinator. The Volunteer Coordinator will coordinate the work requirements from the disaster with the volunteer assets. Guidelines for carrying out this responsibility are in Attachment 3 to this Annex.
- D. The various supervisors or department heads of local government agencies and private organizations will be responsible for managing the resources of their individual agencies/organizations when supporting overall disaster resource needs.
- E. The USDA County Emergency Board maintains an inventory of agricultural products and food animal resources and will act in an advisory capacity regarding availability, use and protection of these resources. This board can assist the Resource Coordinator in the management and requisition of needed materials and supplies.
- F. The Cass County Highway / Roads Superintendent, City/Village Streets and Public Works Department will assist in the management and requisition of heavy equipment (trucks, earth moving equipment, etc.), dirt or sand, barricades, and in

- the coordination of debris removal. The Cass County Emergency Management Director will ensure that resource listings are prepared and maintained.
- G. Unless otherwise determined, equipment provided by the various agencies and private organizations will be maintained and parked in the "yards".
 - H. The Transportation Coordinator will coordinate the requisition and management of needed public transportation resources (buses, handi-vans, etc.).
 - I. The Facility Emergency Coordinator (FEC) of each Title III facility will coordinate the requisition and management of the facility owned emergency resources.
 - J. The Heartland Chapter of American Red Cross will assume the lead role in providing for persons displaced from their homes due to an emergency or disaster. In accordance with established procedures, the Red Cross will procure the necessary food and personal care items needed.
 - K. The Cass County and/or local City/Village Clerk's Office will assist the Resource Coordinator in developing and implementing a system of records for evaluating status of resources and supplies and completing reports and procedures to verify and obtain reimbursement claims from local, state, and federal governments.

V. CONCEPT OF OPERATIONS

The accomplishment of Resource Management will require full support from governmental and private sectors. Some resource categories and local sources are:

- A. Food products will be obtained from local food retail and wholesale sources.
- B. Manual labor materials and hardware items will be obtained from local hardware stores and lumber yards.
- C. Transportation needs will primarily be obtained from Cass County Schools. A transportation resource listing is maintained by the Cass County Emergency Management Director. The first priority for transportation is to support the evacuation of school children and citizens without private vehicles, including hospitals and nursing home patients. Some specific transportation considerations are:
 - 1. Specialized transportation: includes alternate vehicles for use as ambulances or handi-buses.
 - 2. Public transportation: includes buses to support an evacuation.
 - 3. Movement of supplies and materials: includes tractor trailers, vans, pickups, and trucks.

- D. All vehicles designated as essential to emergency operations will be serviced by local government during the actual operational period. Disaster related costs should be documented.
- E. Manpower requirements will be obtained through local government and private agency's utilization of their own personal resources, volunteer agencies, fraternal and social organizations, and job service sources. Private citizens wishing to volunteer will register with a Volunteer Coordinator. Procedures for managing a volunteer work force are discussed in Attachment 3 to this Annex.
- F. Heavy equipment resources will come primarily from government agencies such as the Cass County Highway Department. Additional assistance may be requested from the State Department of Roads. Also, heavy equipment could be contracted from construction firms and private contractors, if required. See Attachment 2 for a listing of heavy equipment resources.

VI. ADMINISTRATION AND LOGISTICS

- A. The County, City/Village Clerks will maintain official records and accounting of materials and supplies used and funds expended in support of emergency operations for possible reimbursements by local, state, or federal governments. All department heads will maintain appropriate records regarding specific contracts, contractual agreements, employee overtime, and equipment operating costs.
- B. The Resource Coordinator will review this Annex annually and provide information to the Cass County Emergency Management Director.

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TRANSPORTATION RESOURCES

AVAILABLE SCHOOL BUSES/VANS

<u>School District</u>	<u>Buses</u>	<u>Vans</u>
Conestoga Schools	13 (845 passengers)	
Louisville Schools	8 (520 passengers)	3 (30 passengers)
Waverly (Eagle) Schools	15 (975 passengers)	
Elmwood / Murdock Schools	5 (275 passengers)	3 (30 passengers)
Plattsmouth Schools	11 (750 passengers)	
Weeping Water Schools	5 (325 passengers)	

CASS County Totals

TOTAL BUSES	57
TOTAL VANS	6
TOTAL CAPACITY	3,750

HEAVY EQUIPMENT RESOURCES

<u>COMPANY</u>	<u>ADDRESS</u>	<u>PHONE</u>
Cass County Highway Dept.	Plattsmouth	296-9353
Hauschild Construction	Avoca	275-3746
Kahler Construction	Plattsmouth	296-2180
Kerns Excavating	Plattsmouth	296-6227
M & M Construction	Plattsmouth	296-2226
Morehead Construction	Plattsmouth	296-2422
Plattsmouth Street Dept.	Plattsmouth	296-2155
Roloff Construction	Louisville	234-2255
Scholl Excavating	Plattsmouth	296-8050
Sharps Construction	Plattsmouth	296-6190
Sharps Wrecking	Plattsmouth	296-6228
Svanda Construction	Nehawka	227-3195

PROCEDURES FOR VOLUNTEER COORDINATION

- I. The Volunteer Coordinator will coordinate the work requirements from the disaster with the volunteer assets.
 - A. The Volunteer Coordinator will work with the Resources Coordinator.
 - B. Dependent upon the situation, the Volunteer Coordinator may need an additional three to five people to carry out the responsibilities of this function.
- II. Procedures and responsibilities of volunteer coordination:
 - A. The Resources Coordinator will receive the requests for assistance in priority order from the EOC.
 - B. Volunteers will register at a location designated by the Resources Coordinator and/or the Volunteer Coordinator. This information will be given to the EOC.
 - C. The Resources Coordinator will work with the Public Information Officer in coordinating public announcements concerning the location where volunteers will register as well as any other necessary information regarding this effort.
 - D. Registration of volunteers should include:
 1. A registration card (pre-printed, if possible) with:
 - a. Name
 - b. Individual or organization represented
 - c. Equipment assets available
 - d. Supervisor or name/phone number for notification if there is an emergency
 2. Being assigned work appropriate to capability and possible equipment assets of the volunteer,
 3. Signing a liability statement before receiving a work assignment,
 4. Giving the volunteer a pass/identification card to the disaster area. It is recommended these cards be reissued daily.
 - E. In registering the volunteers, the Volunteer Coordinator must ensure that volunteers return to the registration desk after completing their work assignment to notify the Coordinator that the work has, in fact, been completed. If volunteers wish to continue working, they will receive a new assignment.
 - F. The Volunteer Coordinator will update the Resources Coordinator frequently on:
 1. Personnel and equipment being volunteered,
 2. Work being accomplished in the disaster area.